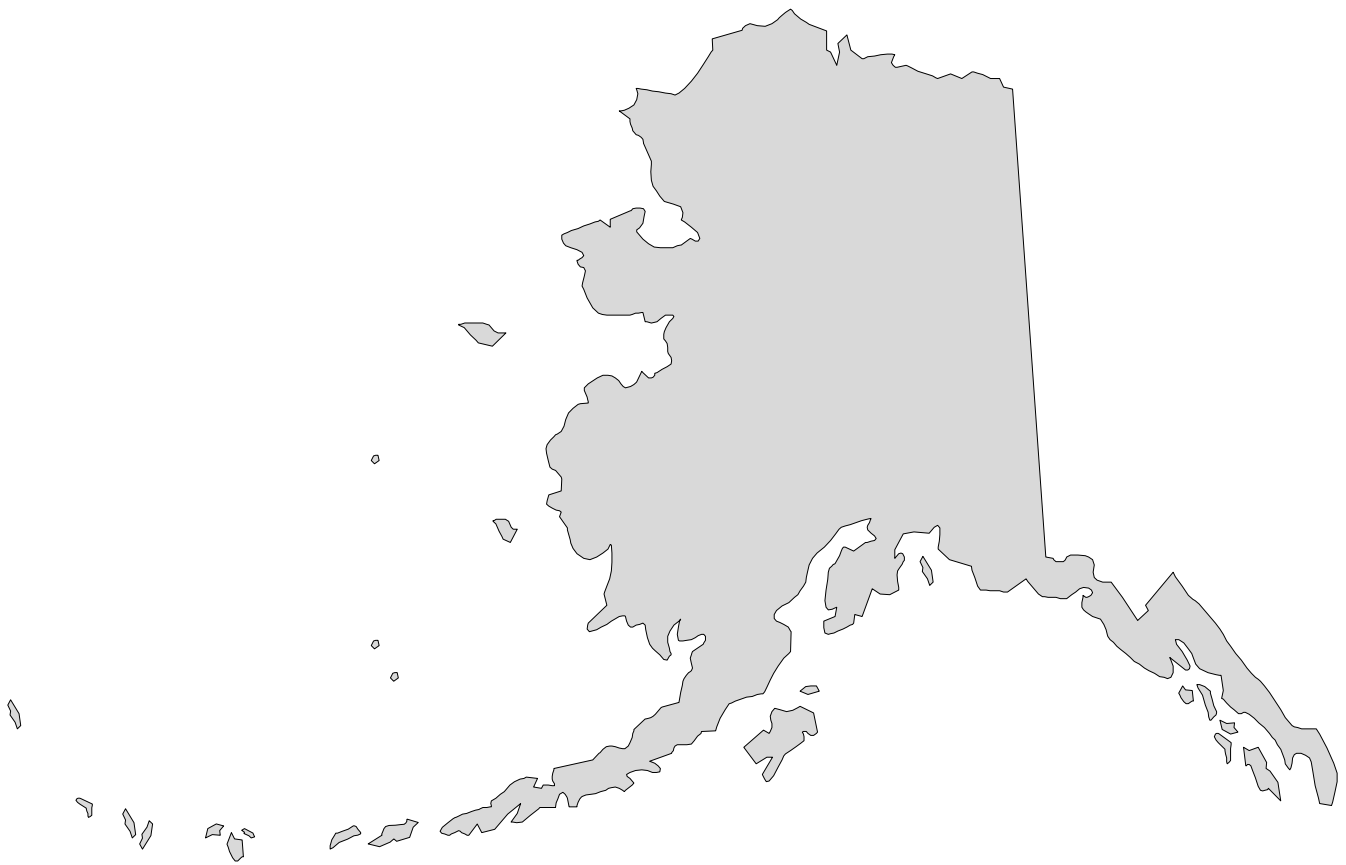


# **Community Services Block Grant**



## **FFY 22 State Plan**

**Division of Community and Regional Affairs**

**State of Alaska  
Department of Commerce, Community, and Economic Development**



**State of Alaska**  
**FFY 2022 Community Services Block Grant State Plan**  
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To: Mr. Charisse Johnson, Director  
U.S. Department of Health and Human Services  
Office of Community Services

From: Pauletta Bourne, Grants Administrator III  
Alaska Department of Commerce, Community, and Economic Development  
Division of Community and Regional Affairs

Re: Alaska Department of Commerce, Community, and Economic Development  
CSBG Contacts

The Alaska Department of Commerce, Community, and Economic Development (DCCED) is the designated lead agency for the Community Services Block Grant (CSBG). Below is a list of staff who can be contacted regarding specific areas of this program.

Please send all CSBG Grant Award documents to Pauletta Bourne in DCCED's Fairbanks Office at the address specified below.

**Contact Information:**

**Specific Program Area:**

Ms. Julie Anderson, Commissioner, DCCED  
Address: 550 West 7<sup>th</sup> Avenue Suite 1535  
Anchorage, AK 99501

State Plan Signatory

Telephone: (907) 269-8100  
Fax: (907) 269-8125

---

Ms. Sandra Moller, Division Director  
Address: 550 West 7<sup>th</sup> Avenue Suite 1640  
Anchorage, AK 99501-3569

Telephone: (907) 269-4540  
Fax: (907) 269-4563

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Ms. Pauletta Bourne, Grants Administrator III  
Address: 455 3<sup>rd</sup> Avenue, Suite 140  
Fairbanks, AK 99701-4737

CSBG Program Manager  
Questions concerning the State Plan  
Daily CSBG Program Operations

Telephone: (907) 451-2721  
Fax: (907) 451-2742

## **I. Federal Fiscal Year or Years Covered by this State Plan and Application**

This Plan covers Federal Fiscal Year 2022 funds only. The eligible entity's grant agreement will be effective from October 1, 2021 through December 31, 2022.

## **II. Letter of Transmittal**

(Please see following page)

## **III. Executive Summary**

### **A. CSBG State Legislation**

There is no state statute governing the Community Services Block Grant program in Alaska.

### **B. Designation of Lead State Agency to Administer the CSBG Program.**

In the State of Alaska the Community Services Block Grant Program is administered by the Division of Community and Regional Affairs within the Department of Commerce, Community, and Economic Development (hereinafter referred to as "Department").

Governor Michael J. Dunleavy, chief executive officer of the State, designated to the Department of Commerce, Community, and Economic Development, the responsibility to administer the Community Services Block Grant Program in accordance with the requirements of Section 676(a). (See attached Designation Letter on page three.)

### **C. Legislative Public Hearing Requirements**

#### **1. Public Hearing:** Will be on August 23, 2021 at 9:00 A.M.

- a) Statewide advertisements placed in major newspapers including *Anchorage Daily News*; the *Fairbanks Daily News-Miner*; and the *Juneau Empire*.
- b) Notice posted on the internet in the State's Online Public Notice System.
- c) Draft State Plan posted on the Department's website.

#### **2. Legislative Hearing:** The Legislative Hearing was on April 19, 2019.

#### **3. Public Inspection of State Plan:** Copies of the draft State Plan mailed to the only eligible applicant, Rural Alaska Community Action Program, Incorporated (RurAL CAP), prior to the legislative public hearing and the draft Plan posted on the Departments website. Notices/ads indicated copies were available upon request. In addition, copies were made available for public inspection at the legislative public hearing.

## **IV. Statement of Federal and CSBG Assurances**

See Appendix A

Programmatic Assurances

Administrative Assurances

Other Administrative Certifications

STATE CAPITOL  
P.O. Box 110001  
Juneau, AK 99811-0001  
907-465-3500



550 West Seventh Avenue, Suite 1700  
Anchorage, AK 99501  
907-269-7450

Governor Mike Dunleavy  
STATE OF ALASKA

August 12, 2021

Ms. Charisse Johnson, Director  
Office of Community Services  
330 C Street, SW  
5<sup>th</sup> Floor/Mailroom 5425  
Washington, DC 20201

Dear Ms. Johnson,

As Governor and Chief Executive Officer of the State of Alaska, I hereby designate Julie Anderson, Commissioner of the Department of Commerce, Community, and Economic Development (DCCED), as having responsibility to administer the federal Community Services Block Grant (CSBG) program, including the authority to execute grant documents.

I request that you accept the signature of Commissioner Anderson on all required certifications and assurances related to the CSBG program. Commissioner Anderson has the authority to designate signatory authority to other department staff as he or she deems appropriate.

Please send all documents associated with the CSBG program to:

Ms. Pauletta Bourne, Grants Administrator III  
Division of Community and Regional Affairs  
Department of Commerce, Community, and Economic Development  
State of Alaska  
455 Third Avenue, Suite 140  
Fairbanks, Alaska 99701

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Dunleavy", written over a horizontal line.

Mike Dunleavy  
Governor

cc: The Honorable Julie Anderson, Commissioner, Department of Commerce, Community, and Economic Development  
Sandra Moller, Director, Division of Community Regional Affairs, Department of Commerce, Community, and Economic Development  
Nichole Tham, Division Operations Manager, Department of Commerce, Community and Economic Development  
Pauletta Bourne, Grants Administrator III, Department of Commerce, Community, and Economic Development



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

OFFICE OF THE COMMISSIONER  
Anchorage Office

550 West Seventh Avenue, Suite 1535  
Anchorage, Alaska 99501  
Main: 907.269.8100  
Fax: 907.269.8125

August 12, 2021

Ms. Charisse Johnson, Director  
Office of Community Services  
330 C Street, SW  
5<sup>th</sup> Floor/Mailroom 5425  
Washington, DC 20201

Dear Ms. Johnson,

Based on the authority granted to me by State of Alaska Governor Michael J. Dunleavy, I hereby designate Sandra Moller, Director of Division of Community and Regional Affairs of the Department of Commerce, Community, and Economic Development (DCCED), as having responsibility to administer the federal Community Services Block Grant (CSBG) program, including the authority to execute grant documents.

I request that you accept the signature of Director Moller on all required certifications and assurances related to the CSBG program.

Please send all documents associated with the CSBG program to:

Ms. Pauletta Bourne, Grants Administrator III  
Division of Community and Regional Affairs  
Department of Commerce, Community, and Economic Development  
State of Alaska  
455 Third Avenue, Suite 140  
Fairbanks, Alaska 99701

Sincerely,

DocuSigned by:

*Julie Anderson*

7F6EA7D5288C407...

Julie Anderson  
Commissioner

cc: Sandra Moller, Director, Division of Community Regional Affairs, Department of Commerce, Community, and Economic Development  
Nichole Tham, Division Operations Manager, Department of Commerce, Community and Economic Development  
Pauletta Bourne, Grants Administrator III, Department of Commerce, Community, and Economic Development



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

OFFICE OF THE COMMISSIONER  
Anchorage Office

550 West Seventh Avenue, Suite 1535  
Anchorage, Alaska 99501  
Main: 907.269.8100  
Fax: 907.269.8125

August 23, 2021

Ms. Charisse Johnson, Director  
Office of Community Services  
330 C Street, SW  
5<sup>th</sup> Floor/Mailroom 5425  
Washington, DC 20201

Dear Ms. Johnson,

As Director of the Division of Community and Regional Affairs within the Department of Commerce, Community, and Economic Development (DCCED), I have been given signatory authority on all required certifications related to the Community Services Block Grant (CSBG) program.

I request that you accept the signature of Nichole Tham, Division Operations Manager and Pauletta Bourne, Grant Administrator III for the submission and certifications within the Online Data Collection Systems (OLDC) for the state's CSBG Plan.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra Moller".

Sandra Moller  
Director  
Division of Community and Regional Affairs

cc: Pauletta Bourne, Grant Administrator III



## **V. The Narrative State Plan**

### **A. Administrative Structure**

#### **1. State Administrative Agency**

- a) Mission and Responsibilities:** The mission of the Department is “Promote a healthy economy, strong communities, and protect consumers in Alaska.” The Department, and the Division of Community and Regional Affairs, is by its very nature and constitutional and statutory mandates, a community-oriented agency. The need for a presence and participation at the local level dictates a decentralized organization that is sensitive to local needs and versatile enough to address the broad spectrum of issues and concerns that affect different types of communities. The Department’s mission inherently includes a strong advocacy role in addition to serving as a bridge between the local community interests and the interests of the state and federal governments. Within the scope of the Department’s mission, the Division of Community and Regional Affairs promotes strong communities and healthy economies by providing information, technical assistance, financial assistance, and other capacity building resources.

Goals and Objectives: The goal of the Department’s Community Services Block Grant (CSBG) Program is to reduce and prevent the spread of poverty through community-based educational activities that lead to a greater degree of self-sufficiency on the part of low-income people. The activities identified in the attached work plan (Appendix B) provide a holistic approach to dealing with the problems of Alaska’s poor.

The economic and cultural disparities among Alaskan communities are often far greater than between communities in other states. Many smaller communities have only recently established cash economies. There are fundamental unmet needs for capacity-building in local government skills. The Department serves as a bridge between the past and future local economies. The Department serves as a catalyst for change, working to ensure that state and federal funding for infrastructure projects is maintained so that community and economic development opportunities lead to greater self-sufficiency for low-income people.

The Department’s Division of Community and Regional Affairs also administers the Community Development Block Grant Program, Community Development Block Grant - Coronavirus Disease 2019 Program, the National Petroleum Reserve-Alaska Impact Mitigation Grant Program, Coronavirus State and Local Fiscal Recovery Fund, the state Designated Legislative Grant Program, and various other federal and state grant programs. The goals for these programs include providing funding for infrastructure development and capital projects which support future economic development activities in rural areas of the state.

The activities supported with CSBG funds through Rural Alaska Community Action Program, Incorporated (RurAL CAP) offer an opportunity to provide services which have a measurable and potentially major impact on the causes of poverty in Alaska.

#### **2. Eligible Entities**

- a)** There is only one Community Action Agency (CAA) in the State of Alaska that is eligible to receive CSBG funds, this agency is Rural Alaska Community Action

Program, Incorporated (RurAL CAP) that is a statewide private non-profit with a 501(c)(3) tax-exempt status.

RurAL CAP will serve the entire State of Alaska with the CSBG program. Although RurAL CAP will provide statewide services, the focus of CSBG activities will be on rural areas of the state.

**3. Distribution and Allocation of Funds**

Planned Distribution of Funds for Current Fiscal Year: 95% of the CSBG funds received will be made available to RurAL CAP for CSBG activities. The remaining 5% will be used for state administrative costs.

**B. Description of Criteria and Distribution Formula**

**Distribution Formula:** Since RurAL CAP is the only eligible CAA in the State of Alaska, 95% of the CSBG funds received will be made available to RurAL CAP for CSBG activities benefiting low-income people and providing education, information, and advocacy aimed at supporting the strengths of families and communities. The remaining 5% will be used by the Department for state administrative costs.

**Funding Limitations:** No CSBG funds will be used for the purchase or improvement of land or the purchase, construction, or permanent improvement of any building or other facility (other than low-cost residential weatherization or other energy-related home repairs).

No CSBG funds will be used for partisan or nonpartisan political activity or any political activity associated with a candidate or contending faction or group, in an election for public or party office. No CSBG funds will be used for any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election. No voter registration activity will be supported with CSBG funds.

**Procedures for Use of Carry-Over Balances:** In the case of carry-over balances at the end of the fiscal year or program year, the Department will make the carry over funds available to RurAL CAP for use in the following program year. RurAL CAP will be requested to submit a request for use of the carry over funds if the proposed use significantly differs from that for which it was originally approved.

**Description of Distribution and Use of Restricted Funds:** As previously stated, the Department will make 95% of the CSBG funds received available to RurAL CAP for CSBG activities benefiting low-income people and providing education, information, and advocacy aimed at supporting the strengths of families and communities. The remaining 5% will be used by the Department for state administrative costs. There have been no funds recaptured or redistributed.

**C. Description of Distribution and Use of Discretionary Funds:** The Department has no Discretionary funds to distribute.

**D. Description of use of State Administrative Funds:** The Department shall utilize not more than \$55,000 or 5% of the amount allocated under the CSBG program (whichever is greater) for state administrative costs.

State administrative funds will be utilized to support the costs associated with administering the CSBG program including but not limited to partial payment of staff salaries and benefits of those who work with the program; a portion of the costs for services which covers postage, telephones, data processing costs, printing costs, advertising costs, etc.; a portion of

the costs of supplies associated with the program; travel costs associated with the program including CSBG staff participation and training at national conferences (sponsored by NASCSP, CAPLAW, etc.) and other relevant seminars and meetings; and program monitoring costs. All administrative costs are documented, and a separate accounting code established to record expenditures charged to the program.

A State Charity Tax Credit Program will not be implemented at this time.

## **E. State Community Services Program Implementation**

### **1. Program Overview:**

#### **a) The Service Delivery System.**

RurAL CAP is the single Community Action Agency in Alaska. The agency's mission is to empower low-income Alaskans through advocacy, education, affordable housing and direct services that respect our unique values and cultures. The goal of the statewide private non-profit is to promote maximum participation by rural and low-income Alaskans towards moving to stability and self-sufficiency to overcome poverty guideline levels. The agency encourages the efforts of low-income people attempting to break the cycle of dependency on external resources and gain control of the situations affecting their lives to become self-sufficient.

RurAL CAP uses a comprehensive statewide Community Needs Assessment that draws on data derived from reliable sources to develop indicators trackable over time to evaluate the status of Alaskans experiencing poverty in every region of the state. The needs assessment, together with board engagement, performance data, input from key informants, customers, funders, partners, and other stakeholders statewide, informs RurAL CAP's Strategic Plan. The Plan, in turn facilitates the agency's direction and work plans. The 2018-2022 Strategic Plan is a document emerging from focused strategic planning retreats involving agency board and staff. The plan articulates six priority areas, defined by collective experiences, ideas and objectives, centered on improving quality of life for lower-income Alaskans:

- **Education** – Increase school readiness of all low-income children in Alaska.
- **Advocacy** – Establish and maintain an advocacy plan focused on subsistence rights, policies affecting low-income individuals and communities, first languages, and policies that affect rural communities.
- **Health and Well-Being** – Increase the statewide health and wellness of low-income Alaskans, Alaskan families, and the most vulnerable.
- **Housing** – Increase affordable housing for the homeless, low-income families, and individuals in rural and urban areas. Help Alaskans statewide increase accessibility and energy-efficiency in their homes.
- **Economic Development** – Increase economic impacts in communities by assessing and acting upon identified needs, gaps, and opportunities.
- **Capacity Building** – Assist RurAL CAP as a training and technical assistance provider. Diversify funding sources on an annual funding plan that includes federal, state and municipal sources, as well as private, individual and corporate donations.

A wide variety of issues exerts disproportionate impacts on lower-income Alaskans, leading RurAL CAP to offer equally diverse approaches and services. Programs include home weatherization and mobility improvements, intergenerational and cultural engagement, access to affordable and supportive housing, affordable childcare for working parents, and connections to services from other organizations such as medical benefits, food stamps, and legal aid. RurAL CAP also helps ensure residents in economically suppressed rural areas have access to educational and capacity building opportunities. RurAL CAP offers early learning programs in

remote, rural Alaska along with a variety of safety, health and wellness, workforce development, educational opportunities, energy conservation, and family development trainings that reinforce existing programs and respond to identified community priorities. Youth engagement in community activities and in educational improvements foster employment skill development and interest in community service. RurAL CAP also provides services to individuals battling social and behavioral issues, with programs including assistance in achieving and maintaining sobriety, tobacco cessation, wellness, suicide prevention, environmental awareness, community pride, and life skills.

RurAL CAP delivers direct services through four operational divisions:

- Supportive Housing provides affordable rental housing to low-income individuals who have limited credit and rental history, and combines affordable, stable housing with supportive services and case management to assist individuals who experience homelessness, serious mental illness and substance use disorders in obtaining and maintaining safe, decent, places to live.
- Community Development provides resources, trainings, and service opportunities to low-income Alaskans to promote health and wellness, youth success, improve environmental conditions, and build local capacity, through a variety of national community service models.
- Planning and Construction assists rural and other communities and low-income people by building affordable homes and enhancing the conditions of existing housing, with home improvements that include weatherization and accessibility measures for persons experiencing disabilities.
- Child Development provides services to children, families, and prenatal women through a variety of programs designed to facilitate parent involvement and community collaboration by promoting the parent-child relationship, positive socio-emotional development, healthy practices, cultural richness, and school readiness. These include Head Start, Early Head Start, Parents as Teachers, and affordable childcare for low-income working families with Head Start and Parents as Teachers services.

During Federal Fiscal Year 2022 RurAL CAP proposes to use Community Services Block Grant funds in the following major component areas listed below. Detailed work plans, narratives, and budgets for each of these component areas are provided in Appendix B.

The *Administrative Services* component supports the administrative capacity of the agency to advance its mission. These services include providing direct support to RurAL CAP's 24-member board of directors, with activities that include arranging logistics for board meetings, preparing detailed board packets, facilitating communications among the board and executive staff, recording and transcribing minutes of meetings. In addition, Administrative Services staff provide a wide range of administrative tasks, recordkeeping, and document management and oversight of agency administrative compliance.

The Planning and Improvement Director function in Administrative Services assiststhe Agency Leadership in the implementation of Lean Management concepts and tools and manages process and performance activities for the agency. This positionalso serves a key role in agency strategic partnerships and participates in the agencystrategic planning and goal setting functions.

The ***Development and Communications*** component increases the agency's capacity to achieve results by broadening the resource base and by building constituency and partnerships through media. It does this by providing agency-wide fund development, public information and research services, and managing a database of partners and potential supporters. Development staff compile and vet funding opportunities, programmatic best practices, strategic resource development, and donor engagement methods. CSBG funds help build RurAL CAP's capacity to better develop, manage, track, and evaluate the direct services which lead to measurable results of program customers moving out of poverty into self-sufficiency. The department diversifies funding sources for the agency, maintains knowledge of federal, state, and private funding opportunities and contacts, and leads grant application processes across the agency. In addition, the department provides donor relation services for the agency, including tracking of donors and donor acknowledgement, and engages RurAL CAP staff and community members in events such as program open houses and workplace campaigns.

Communications staff provide technical support for a variety of agency publications, including the annual report, Community Needs Assessment, and Rural Providers Conference summary report, and produces fact sheets for individual divisions and programs. This component also produces and posts You Tube videos on topics of interest to RurAL CAP's partners and constituencies, telling compelling stories of rural Alaska lifestyles and challenges, and landing a face and voice to the state's many homeless residents. Communications manages the agency's on-line presence, including the agency website, Facebook, Twitter, and Linked-In.

Within the ***Child Development Division*** are the rural Head Start and Early Head Start programs, the Child Development Center, and the Parents as Teachers Program. The Child Development Division operates under strict federal and state regulations and guidelines that require a well-trained staff and close monitoring of its programs. Outcomes for improvements in child health, school readiness, and parenting and family functioning are achieved through ongoing higher education requirements for the classroom and childcare staff, through capacity building with parents and families, and participation on local Parent Committees, Councils, and Advisory Boards. RurAL CAP's Education goal targets for 2020 include ensuring that 85% of four-year-old children enrolled demonstrate school readiness as reflected in required measures for Child Development Division's programs.

Within the ***Community Development Division*** are three national service programs - Resilient Alaska Youth (RAY) AmeriCorps, Volunteers in Service to America (VISTA), and Elder Mentors (aka Foster Grandparents). The division coordinates the Rural Providers' Conference and a variety of wellness initiatives and cultural connection programs that promote youth development and community health. Cooperative relationships are established with regional and village organizations, rural and tribal councils and other community-based organizations to place locally hired national service Members who, through their host organizations, address the community identified needs through their individual projects. Opportunities for youth involvement are increased, and the overall well-being of the communities is improved by the projects identified. Additionally, capacity is maintained beyond the program year for these local hires that learn new skills through in-depth training opportunities and service requirements. RurAL CAP's Health and Well-Being goal targets for 2022 include establishing a baseline of at least 87% of youth participating in AmeriCorps activities to improve their social/emotional development and employment skills.

The ***Planning and Construction Division*** provides a full range of housing construction, rehabilitation, and energy conservation retrofit services, in addition to technical assistance to rural housing entities and local governments in strategic and community planning. CSBG funds will support expanding single-family homeownership opportunities into more rural areas of the state and expand the division's emerging home accessibility modifications line of business. The division partners with a variety of governmental and non-governmental organizations in the delivery of these services, and through these collaborations maximizes leveraging of funding, and maintains an ongoing collection of needs assessment information to improve its quality and accuracy. RurAL CAP's Housing goal targets for 2022 include assisting 9 lower-income families with building their own homes under the USDA mutual self-help program, earning approximately \$30,000 in sweat equity per household.

The ***Supportive Housing Division*** provides transitional and permanent supportive housing services (outreach, intensive case management, employment assistance, public education and housing) to vulnerable, chronically homeless, low-income, and high needs populations in Anchorage, both individuals and families with children. The Division operates scattered site rental housing in Anchorage, as well as two Housing First facilities, and a transitional housing facility serving homeless or displaced families with children. The success of these ventures is based on collaborations with the network of housing providers, and other supportive and treatment service providers in the community. In 2017, RurAL CAP opened a new, 23-unit affordable housing building, constructed through the Low-Income Housing Tax Credits program. These housing complexes help individuals move to economic independence by addressing the frequent interrelated problems of homelessness, substance abuse and addiction, and mental illness, and increases access to affordable housing for low-income individuals. Tenants receive services built upon the principles of self-advocacy and skill building as pathways to permanent housing and community reintegration. RurAL CAP's Housing goal targets for 2022 include 125 low-income individuals and families maintaining permanent housing for 12 months.

RurAL CAP believes in investing in training and developing lower-income Alaskans, and their communities. An important aspect of the agency's service delivery strategy includes hiring local residents. Positions are hired from within communities served for early childhood teaching jobs, bus drivers, cooks, service positions, program outreach, and construction work. In addition, VISTA and AmeriCorps Members are recruited from within the communities they will serve. This allows the people served to participate in income, education, and training opportunities provided by the programs. As a result of working directly with community members, programs and services are keenly aligned with community needs. The capacity built by program work stays in the community after projects are complete. Weatherization workers are hired in each rural community with active projects; in urban areas, the program contracts with local small businesses engaged in building trades.

### **Service Areas**

In 2021 RurAL CAP had a presence in 83 communities representing all regions of the state, either as the focus of one or more direct services or the home of RurAL CAP Board member. This distribution of services across Alaska is closely representative of the communities RurAL CAP expects to serve in 2022.



#### Communities with Board Member Representation in 2019:

Alakanuk	Bethel	Cordova	King Cove	Nome
Anchorage	Buckland	Ft. Yukon	Kodiak	South Naknek
Barrow	Cantwell	Juneau	Kotzebue	Wrangell

#### Communities Served by Community Development in 2019:

Akiak	Copper Center	Kasigluk	Manokotak	Pilot Station	Stebbins	Yakutat
Alakanuk	Dillingham	Kenai	Nanwalek	Port Heiden	Talkeetna	
Ambler	Fairbanks	Kenny Lake	Nenana	Quinhagak	Tanacross	
Anchorage	False Pass	Ketchikan	New Stuyahok	Rampart	Tetlin	
Barrow	Goodnews Bay	Kivalina	Noatak	Russian Mission	Togiak	
Bethel	Hollis	Kodiak	Nome	Sand Point	Tuluksak	
Chevak	Hooper Bay	Kongiganak	Nulato	Selawik	Tununak	
Chuathbaluk	Huslia	Kotlik	Old Harbor	Sitka	Wasilla	
Coffman Cove	Juneau	Kotzebue	Palmer	Soldotna	Wrangell	

#### Communities Served by Planning and Construction in 2019:

Anchorage	Hoonah	Kake	Kotzebue	Nome	Quinhagak
Haines	Juneau	Ketchikan	Mountain Village	Soldotna	

#### Communities Served by Child Development in 2019:

Akiak	Copper Center	Hooper Bay	Kwethluk	Nunapitchuk	Stebbins
Alakanuk	Emmonak	Kake	Marshall	Pilot Station	Sterling
Anchorage	Haines	Ketchikan	Mountain Village	St. Mary's	Tok
Chevak	Homer	Kodiak	Napaskiak	Savoonga	Toksook Bay

**b) Linkages**

*A description of how linkages will be developed by local entities to fill identified gaps in services, through the provision of information, referrals, case management, and follow up consultations.*

Overall services for clients and customers require close coordination with many organizations. This includes early childhood education organizations, universities, veterans' affairs, mental and other health care providers, shelters, police departments, housing authorities, funder, local governments and schools, tribal entities, utilities, universities, other statewide non-profits, and environmental organizations. RurAL CAP also allies with numerous national organizations who share the agency's interests in children, housing, wellness, homelessness, indigenous peoples, climate and environmental issues, building science, elders, and more.

The Child Development Division works with a variety of partners to promote and advocate for the needs of early childhood development professionals, as well as advocating for and implementing best practices in early childhood education. Members of RurAL CAP's staff sit on a variety of boards and panels including the Head Start State Association and Best Beginnings. The division also serves as and hosts the Parents as Teachers statewide office that supports all PAT programs in Alaska with annual PAT certification training and advocacy. In each of the early childhood programs – Early Head Start, Head Start, and Parents as Teachers – parent educators work directly with each child's family to access much needed services. This can vary from a simple recommendation to the Tobacco Quit Line to a referral for medical services from the state.

The Community Development Division and the Planning and Construction Division work at the community level to provide access to a wide array of community assistance. Often, RurAL CAP is the first contact community members utilize to learn about other funding or assistance for their community. Connections have been made for these communities with a variety of organizations and agencies including the Alaska Native Tribal Health Consortium, the Environmental Protection Agency, Alaska Village Initiatives, regional housing authorities, the Denali Commission, U.S. Census Bureau, USDA Rural Development. Division staff participate in several boards and panels related to their areas of expertise, including the National Rural Housing Coalition, Alaska Affordable Housing Partnership, Alaska Tobacco Control Alliance, and more.

The Supportive Housing Division works with high needs populations in Anchorage who have challenges with housing including chronically homeless individuals living with substance abuse/addiction. Comprehensive services require working with a variety of organizations. Case managers work directly with individuals to identify gaps in services they need and to determine programs for which they are eligible. Close working relationships have been developed with housing entities such as Alaska Housing Finance Corporation, and mental health and wellness service providers such as Alaska Native Medical Center, Anchorage Community Mental Health Services, the Alaska Psychiatric Institute, and the Alaska Mental Health Trust Authority. The Supportive Housing Division is also part Anchorage's Continuum of Care – the Anchorage Coalition to End Homelessness, or ACEH – working in the municipality and interacting with other social service organizations such as Salvation Army, Catholic Social Services, Bean's Café, Brother Francis



Shelter, Covenant House, and Abused Women's Aid in Crisis. Community Councils in which the facilities are located that house Supportive Housing's tenants are important entities that information is shared with on a regular basis. These Councils ensure that neighborhoods have the maximum amount of community self-determination as afforded by law.

**c) Coordination with Other Public and Private Resources**

*A description of how funds made available through grants to eligible entities will be coordinated with other public and private resources.*

RurAL CAP actively leverages CSBG funds in order to provide effective and efficient delivery of services across the state in challenging conditions with extremely high costs of doing business. In FY2018, RurAL CAP leveraged the CSBG funds with over \$25 million in state, local, private, and fees for service funding of which approximately 33% is from direct federal sources, 25% are federal funds that pass through the state and other, 21% from state sources, and 8% from local grants, foundations, individuals, earned revenue, and other. RurAL CAP continues to see growth in diversification from non-government sources that include local grants, foundations and corporations active in the communities served by RurAL CAP and other revenue sources.

RurAL CAP regularly collaborates with other organizations and institutions to avoid duplication, to maximize the delivery of early childhood development, housing, and community development programs. The success of the organization comes from its ability and willingness to work with other organizations to meet mutual goals, which facilitates its ability to deliver the specific outcomes reported each year in the Results Oriented Management and Accountability reporting documents. It does this through a well-designed planning process that includes coordination with local governments, state and federal agencies, higher education institutions, training facilities, funding entities, tribal organizations, other non-profits, the legislature, Native for-profits, school districts, private corporations, associations, Congressional delegation, and the Alaska Governor's office.

**d) Innovative Community and Neighborhood-based Initiatives**

*A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the CSBG, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.*

RurAL CAP is recognized for its work in fostering sustainable community and human development efforts through statewide capacity building, as demonstrated in the following examples:

When Karluk Manor opened in 2011, Alaska's first *Housing First* project took root. Housing First, is where an individual achieves a greater level of self-sufficiency when they obtain permanent housing **first**, rather than receiving housing as a condition of completing an array of treatment programs. RurAL CAP has developed two additional Housing First/permanent supportive housing facilities aimed at persons experiencing chronic homelessness. RurAL CAP also operates a transitional housing program serving families with children at its Safe Harbor Muldoon site. In all of these examples, residents receive ongoing supportive services to assist them in successful independent living, or – in the case of families with children – transitioning to an affordable, stable, permanent living situation suitable for children. With the success of these models, interest has grown among rural hub

communities, which are experiencing serious issues with homelessness and substance abuse. To address these needs, RurAL CAP is developing strategies to provide technical assistance to rural communities and models for replicating the Housing First concept in the context of rural Alaska.

RurAL CAP's Planning and Construction Division established its Self-Help Housing Program in 2006 through a partnership with the US Department of Housing & Urban Development, the US Department of Agriculture-Rural Development (USDA RD) and the Rural Community Assistance Corporation (RCAC). Since that time, 69 units of single-family housing have been built in the Central Kenai Peninsula area, through the Self-Help Housing Program. Fifteen more units are presently under construction, and a site has been purchased for future development. By participating in the construction of their homebuyers develop self-sufficiency skills and accrue other benefits, including substantial:

- Learn new skills: Personal finance, home construction, home maintenance
- Build and own a new home with very little out-of-pocket expense
- Gain a sense of accomplishment and ownership
- Work together with others to build strong communities
- Receive affordable mortgage loans (interest as low as 1%)
- Reduce the purchase price of the home with their own hard work
- Payments smaller than what is paid for rent in most cases
- No mortgage payment during the construction phase
- Gain instant equity the day the owner moves in

Communities also benefit from the self-help housing program:

- Increased amount of well-maintained, affordable housing stock
- Increased property tax base to support local government services
- Boost in local economies through purchase of building materials and use of small business subcontractors
- Vibrant neighborhoods created out of previously vacant land
- Contributing to a stable workforce

RurAL CAP is presently working with the City of Nome and an array of local stakeholders to assess the feasibility of launching a self-help project there in the next 2-3 years.

Parents as Teachers in several communities throughout Alaska builds long-term capacity for parents and communities by helping parents acquire skills needed to adequately nurture young children at home and developing personal confidence and decision-making skills.

AmeriCorps national service programs contribute to community capacity and sustainability by training local people in community health and wellness, mentorship, and program capacity building and deploying them through existing community institutions, under the supervision of local site supervisors.

The annual Rural Providers' Conference (RPC) promotes substance abuse prevention services resulting in healthy families and communities throughout Alaska. The training offered through the RPC equips mental health and social service providers to return to their local communities refreshed and with new skills to aid their work.

**2. Community Needs Assessments:**

The indicators from the 2019-2021 Community Needs Assessment will utilize CSBG funds to address the unmet needs of people living in poverty. The plan was developed by a series of facilitated planning retreats involving RurAL CAP board and staff, input from the customers and partners, and information from the 2018-2022 Strategic Plan.

RurAL CAP engages in a comprehensive planning process that includes the gathering of current data on rural Alaska and of low-income populations in Alaska. Because the needs of low-income people in Alaska are numerous, RurAL CAP focuses on those needs that the agency is best able to meet. The strategic planning process includes a three-year vision for the main strategic directions for the agency. Individual programs then develop their own strategies and action steps in order to implement the plan on a regular basis. RurAL CAP submits a copy of the plan to the State of Alaska annually.

**3. Tripartite Boards:**

The grant agreement between the Department of Commerce, Community and Economic Development and RurAL CAP incorporates the requirement that RurAL CAP shall administer the CSBG program through a tripartite board that fully participates in the development, planning, implementation and evaluation of the program to service low-income communities.

RurAL CAP's 24-member Board of Directors represents every region of Alaska. There are three categories of directors on the board:

- a) Target Area Directors - representatives of organizations serving low-income Alaskans in specific geographic areas – constitute at least one-third of the board;
- b) Private Sector Directors are officials or members of other business, industry, labor, religious, welfare, education, law enforcement, or nonprofit organizations whose mission and interests complement those of RurAL CAP. The proportion of Private Sector members may be less than one-third if the proportion of Target Area members exceeds one-third; and
- c) Public Directors representatives of elected or appointed officials comprise one-third of the total board.

RurAL CAP notifies the Department regarding changes in Board membership or policy. The Department monitors the composition and activities of the Board of Directors for compliance on an ongoing basis. Technical assistance and guidance are provided by the Department on an ongoing basis and at RurAL CAP's request.

**4. State Charity Tax Program:**

Not applicable

**5. Programmatic Assurances:**

Following is a description of how each of the assurances outlined in Section 676(b) of the CSBG Act will be carried out:

**a) Assurance '676(b)(1):**

To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable families and individuals to:

*(i) Remove barriers to self-sufficiency;*

The obstacles are many for low-income people living in communities with few economic opportunities or for those who have been homeless for years. RurAL CAP's guiding principles include working with individuals and

community members to find long term solutions to improving the quality of life for low-income people, whether they live in urban or rural remote Alaska. This often means providing services that do not directly increase a household's cash income, but rather assist in building strong, healthy families and communities, thriving in a rural, subsistence-based culture and economy. Some example that RurAL CAP's programs provide are certification training which results in long-term employment opportunities for Head Start workers, train village youth in community planning, reduce rates of alcohol and other types of substance abuse, making it possible for those individuals to achieve access to housing, training, and employment. Prepare young children for readiness in kindergarten and first grade and ensuring their nutritional and basic healthcare needs are met while in the pre-school programs; increase awareness of ways to conserve scarce cash through energy-efficient habits; and develop solid waste management programs that result in healthful environments in rural villages.

An example of the details of a program that reflects this method of service delivery is Project Homeless Connect, which provides a one-stop-shop of resources for homeless individuals and families. Community volunteers assist people in obtaining food boxes, hot meals, showers and haircuts, onsite childcare, substance abuse and mental health screenings, wheelchair repairs, housing applications, employment support, and health screenings.

Residents are offered transitional housing, case management, housing information, employment assistance, mental health counseling, gender specific services for men and women, reintegration activities, volunteer work, individual and group counseling, and life skills classes. RurAL CAP staff annually participate and provide approximately 100 hours in conducting this community event.

*(ii) Secure and retain meaningful employment;*

RurAL CAP believes in the value of empowering low-income Alaskans and in finding lasting solutions for meeting community needs. A large part of RurAL CAP's strategy for delivering services includes local hire in every division. For example, local residents are hired from within a community for early childhood education teaching jobs, bus drivers, cooks, service positions, program outreach, community health, wellness, and construction work. This provides for cash income, education, and training opportunities to the low-income people served. RurAL CAP works directly with community members, and as a result, programs and services are closely aligned with the community needs and priorities. In addition, the capacity built through program work stays in the community after projects are complete.

In Anchorage, the Supportive Housing Division is a certified Community Rehabilitation Provider (CRP) through the State of Alaska Division of Vocational Rehabilitation, providing employment-related support and services to program participants. Supportive Housing Division case managers, who assist tenants at many of the agency's housing facilities, also work with tenants to address issues that hinder clients' ability to obtain and retain housing situation. These same life skills can pave the way for tenants to progress in job skills training and applying for and retaining employment. The approach is a systemic one that provides the tools and training to individuals to better understand and realize their role in achieving self-sufficiency.

When a community is slated to receive Weatherization services, a RurAL CAP advance team not only distributes applications for services, but also recruits local residents to work on the project team. Locally hired field crew members receive OSHA01 training, additional safety training, and training in Weatherization-specific job tasks, according to standard work specifications. Several rural workers have returned to work with the Weatherization program in subsequent years, achieving promotion to a crew leader or field supervisor.

*(iii) Attain an adequate education and improve literacy skills;*

The Child Development Division provides services to prenatal women, children, and families in 28 communities across Alaska. The programs offered include Head Start, Early Head Start, Parents as Teachers, and affordable childcare.

All Child Development Division programs are designed to facilitate parent involvement and community collaboration. Programs promote the basic tenet that parents are the child's first and best teacher. Services to children promote positive socio-emotional development, healthy practices, cultural richness, and school readiness. Services to family's support self-determination and empowerment.

Head Start and Early Head Start are comprehensive child development programs serving low-income children and their families. Head Start serves children age's three to five and Early Head Start serves prenatal women and children age's birth to three. The programs promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social, and other related services. The programs also help parents make progress toward their own education, literacy, and employment goals.

Local Parent Committees are formed at each Head Start Center to assist the staff in curriculum development, increase community support, and offer advice on programmatic and fiscal decisions. Parents help determine the cultural appropriateness and responsiveness of program services.

Parents as Teachers (PAT) is an early childhood parent education and family support program designed to empower parents to give their children the best possible start in life. Home visits and group socializations are offered to families in 18 communities across the State. The PAT approach is to support all children so that they will learn, grow, and develop to realize their full potential.

*(iv) Make better use of available income;*

RurAL CAP's guiding principle of working with individuals and community members to find ways to contribute to economic self-sufficiency has directed it towards programs that result in spending fewer dollars or for building capacity so individuals can earn a living. For example, provide training which results in certification as Head Start workers for long-term employment opportunities; provide community planning training for youth in their villages; reducing the rates of alcohol and other substance abuse and making it possible for those individuals to then have access to housing, training, and employment. Prepare young children for readiness in

kindergarten and first grade and ensuring their nutritional and basic health care needs are met while in the pre-school programs; provide awareness of ways to spend less monies through energy efficient habits and conservation; develop solid waste management programs that result in healthy local environments.

- (v) *Obtain and maintain adequate housing and a suitable living environment;*

**Housing First and Permanent Supportive Housing Services**

RurAL CAP's Supportive Housing Division provides services to individuals experiencing chronic homelessness, substance abuse/addiction, and severe mental health disorders. In serving this population, RurAL CAP operates several Housing First and Permanent Supportive Housing (PSH) programs. Karluk Manor is a 46-unit housing residence located in downtown Anchorage. Sitka Place is a 55-unit housing residence also located in Anchorage. Both use the Housing First model, which is a best practice whereby chronic inebriates are provided permanent housing as the first step to self-sufficiency and community reintegration. Housing First has been shown to increase the success rate of its residents for maintaining long-term housing and to reduce society's cost burden in providing services and emergency response to this population. The agency's newest PSH project is the Low-Income Housing Tax Credit 20-unit 325 East 3<sup>rd</sup> project, which serves federally defined chronically homeless and severe needs individuals, and opened in November 2016.

**Affordable Housing**

The Supportive Housing Division provides rental units to individuals with little or no income. The Affordable Housing program only requires a person's ability to pay rent, to care for an apartment, and be a good neighbor as prerequisites for tenancy. In Anchorage, RurAL CAP owns and manages 270 total units of affordable permanent or transitional rental housing.

RurAL CAP's newest affordable housing project is the construction of a 23-plex located at 207 Muldoon Road in Anchorage, AK; the project, which opened early 2018, is adjacent to and shares operations with RurAL CAP's Safe Harbor Muldoon program (transitional housing and supportive services for homeless families with children), also located at 207 Muldoon Road. The units will be available to low-income individuals and families as permanent housing rentals.

The Planning and Construction Division assists rural communities and low-income people by increasing affordable housing opportunities, preserving and improving existing housing, facilitating community-based planning, and building the capacity of rural communities to participate effectively in the development of housing and related infrastructure. In addition to a focus on energy-efficiency, these programs also emphasize improving indoor air quality in individual homes, contributing to lower incidence of respiratory illnesses among residents.

**Self-Help Owner-Built Homes**

The Self-Help Housing Program offers low-income families the opportunity to own high-quality, energy-efficient homes by participating in the construction of the homes, earning substantial sweat equity which reduces the amount of mortgage carried by the homebuyer. Extensive homebuyer counseling, financial literacy training and assistance with budgeting and

resolving outstanding credit issues is provided to potential Self-Help participants. These services help families to qualify for not only the Self-Help program, but also prepares families for successful homeownership in general.

RurAL CAP has been working with community leaders and stakeholders to explore the feasibility of using the self-help program and USDA direct mortgage loans to expand homeownership among low-income families in the northern region of Alaska. Part of this process is accommodating the shorter building season in the sub-arctic with an abbreviated set of required homebuyer labor elements.

### **Home Modification Program**

In addition to work accomplished with Weatherization funding, RurAL CAP provides home modifications to facilitate disabled person and elders' access to and inside their homes. Outreach and eligibility work for these services is accomplished through partnerships with regional independent living centers across the state of Alaska, as well as senior centers and other organizations serving eligible populations. Typical modifications include home access ramps, roll-in showers, and grab bars. Alaska has one of fastest-growing senior populations in the nation. RurAL CAP is actively seeking to expand this line of business to meet increasing demand, leveraging private financing and Medicaid benefits as appropriate to individual families.

### **Housing Weatherization Services**

RurAL CAP's Planning and Construction housing services program assists rural and urban communities with carrying out housing development, rehabilitation, and weatherization. With special expertise in rural logistics, and in blending and managing funding from multiple sources, RurAL CAP helps communities expand and improve affordable, energy-efficient housing options.

Weatherization is the division's longest-standing program. The focus of weatherization is to increase the safety, energy-efficiency, and comfort of the homes served. Unlike similar programs in other areas of Alaska and the Lower 48, the Western/Northwestern Alaska program serves an entire community at one time, rather than individuals scattered among multiple communities. RurAL CAP weatherization projects take 1-3 years to complete, depending on the size of the community being served.

Homes receiving weatherization services must be occupied by income-eligible homeowners. Priority is given to elders, persons experiencing disabilities, and households with children under six years old. In all weatherization and rehabilitation projects, local hire is an important element which provides employment, and leaves communities with an increased skilled labor pool.

#### *(vi) Obtain emergency assistance;*

RurAL CAP provides emergency assistance to meet immediate and urgent family and individual needs in these ways:

Through the Project Homeless Connect in Anchorage, critical winter gear is distributed, and initial contact information is provided about available services. Each year Supportive Housing's Anchorage outreach team initiates

upwards of 2,000 contacts with homeless individuals in Anchorage in the form of referrals, support, and advocacy by the outreach team. Many of them receive food boxes, hot meals, showers and haircuts, substance abuse and mental health screenings, wheelchair repairs, housing applications, employment support, and health screenings through Project Homeless Connect – a program sponsored by the Anchorage Coalition to End Homelessness, of which RurAL CAP is an active and contributing member.

As homeless individuals enter Housing First or other RurAL CAP programs, more in-depth assistance is offered by helping residents' access special services for which they are eligible but might not be using. Each resident is assigned a case manager who walks them through the steps necessary to access services, including health care, substance abuse treatment, mental health care, representation with regard to legal issues and accessing legal aid. Accessing income through mainstream providers, food stamps, housing (rental assistance through a tribal organization, rental deposit through the municipal Safe City program, Section 8 vouchers or public housing through the state public housing office), employment through the Workforce Investment Act and state/local programs, financial planning through non-profit agency Money Management International, and the Veterans Administration as applicable. Case managers offer this level of assistance to roughly 120 people a year. The result is that residents are better able to access services available to them and improve their potential for sustaining independent living situations.

Nutritional support and referral assistance are provided to low-income families in the Childhood Development programs. All 24 Head Start programs meet the USDA national guidelines that requires the provision of at least one-third of each child's daily nutritional guidelines. Most of RurAL CAP programs exceed these requirements by serving two full meals, which is 2/3 of each child's daily nutritional requirement. In addition, staff support parents and families of Head Start, Early Head Start, and Parents and Teachers children, by providing information on good nutrition and wellness. Monthly social activities often include a nutritious meal or snack, and from time to time, a cooking lesson. Programs also link parents and families in need with services from other organizations. Over 1200 children and their families are expected to receive services in 2022.

Through weatherization program, RurAL CAP administers emergency heating aid for lower-income Alaskans through the LIHEAP program. Typical assistance involves repair and/or replacement of residential heating systems.

*(vii) Achieve greater participation in the affairs of the community;*

RurAL CAP's Community Development Division provides resources, training and service opportunities to low-income Alaskans to promote health and wellness, improve environmental conditions, save energy, and build capacity. The division focuses on positive solutions that are culturally appropriate and achieve measurable results.

The Community Development Division includes three national service programs – Resilient Alaska Youth (RAY) AmeriCorps, Volunteers in Service to America (VISTA), and Elder Mentors – Foster Grandparents. RurAL CAP supports national service Members in communities across



Alaska annually, in FY2021-2022, 22 RAY and 20 VISTA Members are estimated to serve each year, and 100 Elder Mentors. Members are recruited locally from the communities they will serve in, trained by RurAL CAP, and serve for usually one year.

- (2) To address the needs of youth in low-income communities through youth development programs, the youth develop leadership and life skills leading to future employability.

The youth programs are strength-based and focus on academic proficiencies, health topics, community service, outdoor appreciation and survival skills, fostering of adult-youth relationships, environmental action, tobacco prevention, learning Native culture, and life skills. This is achieved by supporting the primary role of the family, giving priority to the prevention of youth problems and crime, promoting increased community coordination and collaboration in meeting the needs of youth. Supporting the development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs), and after-school child care programs.

Through a partnership with the Office of Juvenile Justice and Delinquency Prevention, RurAL CAP works to reduce Alaska Native youth delinquency by supporting the successful development of Alaska Native youth at home, in school and in the community. The project supports strategies to coordinate services to youth and their families to address delinquency and associated risk factors such as alcohol and substance abuse, suicide, mental health issues, and domestic and sexual abuse. RurAL CAP provides training and technical assistance to other OJJDP grantees in Alaska and operates its own OJJDP program (The Resource Basket) through which youth-serving entities are eligible to apply for program funding and access informational resources.

RurAL CAP applied for and received funding from the Corporation for National and Community Service (CNCS) to act as the statewide administrator of the Foster Grandparent Program – known in many parts of the state as the “Elder Mentor” program. With a 36-year history in Alaska, the Foster Grandparent program engages primarily low-income seniors, ages 60 years and over, in volunteer service to their communities. Foster Grandparent volunteers’ mentor or tutor children or youth in school, Head Start, and community-based settings across the state, while earning a modest monthly stipend, meal, and transportation benefits. The program will engage approximately 100 volunteers a year with funding from CNCS and matching funds through partnerships with the State of Alaska, United Way of Anchorage, and corporate Alaska funders.

- (3) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts).

Each of RurAL CAP’s programmatic divisions prioritizes working collaboratively with partner agencies, projects, and communities, ensuring that RurAL CAP-led services are infused with local input, feedback, and participation, and that available resources are used as effectively as possible to maximize services to the state. At the foundation of RurAL CAP’s agency wide philosophy, programs and services are planned with input from and respect for

the people they serve. All programs and services collaborate with partners to ensure activities have support, address real community needs, and utilize local skills and knowledge. RurAL CAP's rich history of legacy and new programs for the past 50+ years and its ability to tell the story of its people and programs are key to its past growth and future success. The ability to communicate what the agency does, why it does it, and to identify the tangible cost benefits and results remain an organizational priority.

RurAL CAP is one of the largest and most diversified nonprofit organizations in Alaska, and therefore the breadth of partners and community relationships fostered, participated in, and maintained by the agency are frequent and numerous. Hundreds of funders, donors, partners, and supporters build RurAL CAP's ability to reach its vision of *Healthy People, Sustainable Communities, Vibrant Cultures*. RurAL CAP administers programs and services to communities statewide annually and is adept at forming local partnerships in order to coordinate services, programs, and resources. Local support comes in the form of schools, health centers, tribal councils, nonprofits, local municipal governments and many other entities. These partnerships are essential to the efficient, effective, and positive implementation of RurAL CAP's programs and services; it is through local relationships that the agency is able to gain a thorough understanding of the needs, histories, resources, and perspectives of each individual community, thus ensuring project approaches are well-suited and embraced by residents and leadership.

### **Youth Wellness Example**

For more than 50 years, RurAL CAP has worked with rural tribal communities to find local solutions to locally identified needs. The RAY AmeriCorps program builds capacity in rural, primarily Native communities to address the high rates of substance abuse and suicide by promoting the healthy development and overall wellbeing of youth. Through a statewide selection process, a consortium of service locations (tribal councils, community centers, health clinics, or schools) are identified to serve as program partners and host sites for the AmeriCorps Members in the communities. The Community Development Division has more than 10 years of experience working with youth, rural communities, and regional and statewide partners on promoting wellness and addressing substance abuse and suicide. RAY AmeriCorps Members continue to build on this method and assist local wellness coalitions and similar groups to plan and implement youth activities based on the Substance Abuse and Mental Health Services Administration's (SAMHSA) Strategic Prevention Framework (SPF). This is utilized nationally by the State of Alaska Division of Behavioral Health and in many rural communities across Alaska as an effective prevention model. RAY mobilizes volunteers, local leaders, community resources, national best practices, and other service providers to address youth wellness.

### **Anchorage Housing Example**

RurAL CAP's Supportive Housing Division has prioritized building strong partnerships with service providers to best utilize limited resources to help high-needs populations of vulnerable, homeless adults experience co-occurring disorders such as mental illness and substance abuse. RurAL CAP coordinates with these providers of housing services, health care, homeless services, and other low-income services to link participants to the resources needed for basic needs, permanent housing, and sustained independence. The Supportive Housing Division has over 20 active Memorandums of Agreement with various partners to effectively and efficiently capitalize on areas of expertise to meet the diverse

needs of the target population. Supportive Housing Division staff members are regular members of over 14 community groups addressing homelessness such as local task forces, emergency service providers meetings, the Anchorage Coalition to End Homelessness, and committees and community councils in the Fairview and Mountain View neighborhoods in the effort to end homelessness. RurAL CAP is active in the planning and implementation of Project Homeless Connect and participates in the City-Wide Case Manager's Meeting, reaching over 100 case managers.

Many of these organizations have worked together addressing the issues of homelessness, treatment, and supportive services since the first Mayor's Task Force on Homelessness in 1993. The agencies are very familiar with each other, their roles, and the current resources available in mental health and substance abuse services and permanent housing. RurAL CAP maintains good relations with these agencies in providing services and support to the target population and is currently collaborating with these agencies in addressing the spectrum of homelessness, poverty, mental illness, substance abuse, fair and affordable housing, and more. For example, Alaska Legal Services Corporation partners with RurAL CAP to provide legal services to tenants at the agency's Supportive Housing Division affordable, transitional, permanent, and supportive housing facilities in Anchorage. Alaska Legal Services supports housing opportunity for people in need and vulnerable community members.

### **Early Childhood Education Example**

RurAL CAP's Child Development Division benefits from a variety of partner agencies and programs, such as internal Head Start sites and programs administered by other RurAL CAP divisions, regional Housing Authorities and health clinics, tribal and city offices, Native Corporations, school districts and their management staff/teachers, and other social service providers. These partners contribute vital information about needs of their local constituents to RurAL CAP's early education and family support initiatives. Maintaining relationships with such organizations ensures that needs are discussed openly, frequently, and accurately.

RurAL CAP's Parents as Teachers (PAT) program functions as a prenatal/early childhood development, parenting skills, and family support program. The families who participate in PAT model services across the state have the identified need of guidance, education, and mentorship in being their child's first and best teacher in life. RurAL CAP uses the national PAT model to improve the stability, safety, and wellbeing of participant's lives, and connects them to additional public benefits, services, and resources that will improve and enhance the quality of their lives and the experience had by their young children. The PAT Program maintains an Advisory Committee that meets every six months and has several key functions, most notably to advise, provide support for, promote, and offer input to the program. The Advisory Committee provides support for the development and promotion of RurAL CAP as a national PAT affiliate, helps identify funding sources, and provides input on program planning and evaluation. Members include program partners, peer PAT programs, early education and family support professionals, participating parents, and other community stakeholders. RurAL CAP is also the host of the Alaska State PAT Office, hosting an annual certification training and leading advocacy efforts. Strong community partnerships allow RurAL CAP to combine limited resources that maximize quality services to families and their young children. Formal and informal agreements are established as needed and include benefits such as office

and meeting space. Community organizations also contribute donations, such as food, clothing, and supplies. Partners also occasionally assist in identifying other funding resources and connecting program participants to additional resources and opportunities.

In Anchorage, RurAL CAP operates a PAT program titled *Family Support through Parents as Teachers Program*, in partnership with the State of Alaska. Participating families are referred to the program by the Division of Office of Children's Services (OCS), self-referrals, and referrals via other service providers, such as a school, health clinic, or community agency. Currently in place are many additional relationships with service providers that lend themselves to the family referral process. These relationships include Abused Women's Aid in Crisis (AWAIC), Programs for Infants and Children (PIC), Family Outreach Center for Understanding Special-Needs, Inc. (FOCUS, Inc.), and Hope Community Resources, Inc.

- b) Assurance '676(b)(4):** Eligible entities in the State will provide, on an emergency basis for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

#### **Project Homeless Connect and Street Count**

Project Homeless Connect and Street Count provides a one-stop-shop of resources for homeless individuals and families. RurAL CAP employees contributed nearly 100 hours of time over a dozen staff members to the Project Homeless Connect one-stop-shop event for homeless individuals. The program helps homeless individuals by obtaining food boxes, hot meals, showers and haircuts, onsite childcare, substance abuse and mental health screenings, wheelchair repairs, housing applications, employment support, and health screenings.

#### **Head Start**

RurAL CAP has met the federal nutrition requirements for its Head Start sites.

- c) State Assurance '676(b)(5):** and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

RurAL CAP works extensively with state-related entities that receive funding under the Workforce Investment Act. The Supportive Housing Division works with Nine Star, Division of Vocational Rehabilitation, State Training and Employment Program, all GED completion programs, Cook Inlet Tribal Council, etc. to assist resident participants in reaching their employment goals. The Department of Labor (DOL) assists with job applications. In addition, residents are provided employment classes and internet access to private companies that may be hiring. They are also providing transportation to employment related activities and access to "day labor" jobs. In 2015 RurAL CAP became an approved Community Rehabilitation Provider through the State of Alaska, to provide employment-related assistance and support to eligible participants through the agency's Employment Specialist position.

The Planning and Construction Division hires individuals for the weatherization projects who have completed DOL workforce training programs.

- d) Assurance '676(b)(6):** The State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities.

RurAL CAP is a weatherization service provider and manages a state program administered by Alaska Housing Finance Corporation that offers free weatherization services for low and middle-income residents in western and northern Alaska, the Municipality of Anchorage, and the City and Borough of Juneau. The goal of the program is to increase the energy efficiency (save stove oil and electricity costs) in the homes. Eligibility has been extended to 100 percent of median income to allow more people to qualify. However, persons at 60 percent median income have a higher priority.

RurAL CAP also administers a share of the US Department of Energy low-income weatherization assistance program, with funding funneled through the Alaska Housing Finance Corporation. Together with weatherization service providers throughout the state, RurAL CAP participates in program planning, and development of standard work specifications and standards. RurAL CAP has fully operationalized the DOE requirement for Quality Control inspections, with certified QCIs on staff, providing inspections of both rural and urban weatherization projects incorporating DOE funding.

- e) Assurance '676(b)(9):** The State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.

The Supportive Housing Division is an example of successful partnerships throughout Anchorage to maximize services for individuals with low incomes. It currently has partnerships with businesses such as the Red Apple Grocery store and Camp Fire for handling their recycling efforts. It provides day labor to several construction or private businesses in Anchorage. It partners with Catholic Social Services, Cook Inlet Tribal Council, the Municipal Dept. of Neighborhoods, Alaska Housing Finance Corporation (AHFC), The Alaska Mental Health Trust Authority, the Alaskan Aids Assistance Association, HUD, the Division of Behavioral Health, Cook Inlet Housing Authority, Anchorage Housing Initiatives, individual landlords throughout Anchorage, the Mt. View Community Council, etc., to provide a continuum of care from getting people off the streets to eventually placing them in permanent supportive housing.

The Child Development, Community Development, and Planning and Construction Divisions provide services in rural Alaska are also well connected with the many statewide, regional, and local organizations. This allows them to more effectively and efficiently deliver services, including school districts, tribal organizations, city, municipal and borough governments, church groups, Boys & Girls Clubs, State Departments of Education and Health and Social Services, natural resource entities, solid waste management, AHFC, federal agencies, local clinics, Elders Councils, University of Alaska, Native corporations and organizations, and financial

institutions. RurAL CAP partners with approximately 100 different organizations annually to deliver its programs and services.

The Community Development Division maintains numerous partnerships and coordinates programs with a variety of community-based and statewide organizations involving low-income people also served by the State of Alaska. These include tribal governments and city councils, schools, churches, health clinics, and other organizations in dozens of communities across Alaska where national service Members serve. In addition, the Division partners with Alaska Native non-profit and for-profit corporations, statewide non-profit agencies, and foundations. A sampling of these organizations include Yukon River Inter-Tribal Watershed Council, Tanana Chiefs Conference, Alaska Native Tribal Health Consortium, Alaska Community Foundation, Nome Eskimo Community, Association of Village Council Presidents, Cook Inlet Tribal Council, Bristol Bay Native Association, Bristol Bay Native Corporation, Kodiak Island Housing Authority, Best Beginnings, Central Council Tlingit & Haida Indian Tribes of Alaska, Bering Straits School District, Alaska Youth for Environmental Action, Renewable Energy Alaska Project, Spirit of Youth, Alaska Tribal Conference on Environmental Management, First Alaskans Institute, Cold Climate Housing Research Center, the Alaskan Aids Assistance Association.

- (f) Assurance 678D(a)(3):** The State agrees to repay to the United States amount of funds found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the CSBG program [678D(a)(3)].

In response to the Administrative and Financial Assurances, section 678D(a)(3), RurAL CAP's Accounting Policies and Procedures include specific best practices to account for all financial transactions in accordance with Generally Accepted Accounting Principles and Grantor requirements. The purpose of these policies is to establish a uniform process for the accounting of all funds that the agency manages.

The Procedures reflect that all funds will be accounted for in accordance with the following regulations:

1. Statutory provisions of authorization legislation (state and federal).
2. The Office of Management and Budget (OMB) circulars that relate to non-profit organizations under 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
3. The Code of Federal Regulations (CFR) contains rules specific to different federal departments and programs.
  - A. Department of Health and Human Services: 45 CFR
  - B. Department of Energy: 10 CFR
  - C. Department of Housing and Urban Development: 24 CFR
  - D. Environmental Protection Agency: 40 CFR
4. Catalog of Federal Domestic Assistance (CFDA)
5. Generally Accepted Accounting Principles (GAAP)
6. Statement of Financial Accounting Standards (SFAS)
7. Internal Revenue Service Regulations for 501 (c) (3) organizations.
8. Terms of the grant agreement may have special requirements mandated by the funding source.
9. Policies and procedures of RurAL CAP.

- (g) Assurance 678F(c):** Ensure that no person shall, on the basis of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be

subjected to discrimination under any program or activity funded in whole or in part with CSBG program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1075 (42 U. S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) or Title II of the American with Disabilities Act (42 U.S.C. 12131 et seq.) shall also apply to any such program or activity [678F(c)].

In response to the Administrative and Financial Assurances, section 678F(c), Rural CAP's Administration Policies and Procedures (updated and approved annually by the Board of Directors) provide for Nondiscrimination in Program Services. The Policy Statement reflects Programs specifies that all programs shall be conducted free of discrimination, and the purpose of the policy is to establish a nondiscrimination policy in accordance with applicable laws (such as the Americans with Disabilities Act and the Fair Housing and Equal Opportunity Laws) and regulations. The policy also establishes how the public and service recipients receive information about this policy and how they can file complaints.

The Procedures to the policy explicitly state programs will be free from discrimination, harassment and bullying against any person because of race, religion, color, national origin, age, disability, gender, sexual orientation, marital status, pregnancy, parenthood, political affiliation, veteran status or any other characteristic protected by law.

Discrimination is defined as treating people differently, either preferentially or with adverse impact, because they have similar characteristics or because they are from specific groups.

The Policy also speaks to the posting of the nondiscrimination policy in accordance with grantor requirements and electronic posting on the agency's website.

A Complaint Process reflects that any internal employee complaints shall be sent to the Rural CAP Human Resources Director at Rural CAP's central office address at 731 East 8<sup>th</sup> Avenue, Anchorage, Alaska 99501. External client or citizen complaints are referred to the Risk Manager at the same central office address.

- (h) Assurance 679:** The State will consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution, not to discriminate against an organization that provides assistance under, or applies to provide assistance under the CSBG program on the basis that the organization has a religious character, and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the CSBG program [679].

In response to the Administrative and Financial Assurances, section 679, Rural CAP's Administration Policies and Procedures are reviewed, updated, and approved annually by the Board of Directors. Section 214-2, Nondiscrimination in Program Services as described above in Section 678F(c) includes language that Programs shall be conducted free of discrimination, and the purpose of the policy is to establish a nondiscrimination policy in accordance with applicable laws (such as the Americans with Disabilities Act and the Fair Housing and Equal Opportunity Laws) and regulations. The policy also establishes how the public and service recipients

receive information about this policy and how they can file complaints. The Procedures to the policy explicitly state programs will be free from discrimination, harassment and bullying against any person because of race, religion, color, national origin, age, disability, gender, sexual orientation, marital status, pregnancy, parenthood, political affiliation, veteran status or any other characteristic protected by law.

## **F. Fiscal Controls and Monitoring**

- 1. State Program Monitoring:** Department staff monitors RurAL CAP on an on-going basis to ensure compliance with the provisions of the Act. An on-site review took place at the RurAL CAP offices in Anchorage on June 12-15, 2018. The State has met its obligation to monitor the grantee on-site at least once every three years.

When an on-site visit is done, an entrance interview is conducted with the Executive Director/CEO of RurAL CAP and anyone he/she elects to have participate. The purpose of the entrance interview is to review the monitoring process and the files, records, etc which will need to be made available.

After the monitoring review is completed, an exit interview is held with the Executive Director/CEO of RurAL CAP and any one he/she elects to have participate. During that interview, any challenges, concerns, or issues that need to be addressed or resolved, will be outlined.

A written monitoring report also outlining issues (both positive and negative) is sent to RurAL CAP's Executive Director/CEO with timelines for resolution identified.

There were no findings or issues of a negative nature identified as a result of the June 2018 monitoring visit.

RurAL CAP has an annual audit conducted each year by a private independent firm. The audit meets both federal single audit and state single audit requirements. KPMG completed an audit for the year ending September 30, 2019 and issued its report in March 2020. No matters involving internal controls and its operation were found that were considered a material weakness.

- 2. Corrective Action, Termination and Reduction of Funding:** If the Department should determine that the eligible entity fails to comply with the terms of an agreement, the State Plan, or to provide services under this subtitle, or to meet appropriate standards, goals, and other requirements, the Department will provide RurAL CAP with written notification of the deficiencies and an opportunity to correct the deficiencies within an agreed upon timeframe (60 days). Within 30 days after receiving an improvement plan from RurAL CAP, the Department will review it and make a determination as to its acceptability. If not acceptable, reasons why will be identified. Technical assistance will be offered by the Department in correcting the deficiencies.

If the eligible entity fails to correct the deficiencies, after providing the eligible entity with adequate notice and an opportunity for a hearing, the Department will initiate proceedings to terminate the designation of or reduce the funding under this subtitle of the eligible entity. The Secretary will be copied on all such correspondence.

- 3. Fiscal Controls, Audits, and Withholding:** The Department provides assurance that fiscal and fund accounting procedures in compliance with 2 CFR Part 200 have been established and shall apply to recipients of funds under this subtitle, to ensure the proper



disbursal of and accounting for federal funds paid to the State under this subtitle, including procedures for monitoring the assistance provided under this subtitle and provide at least every year for the preparation of an audit of expenditures of amounts received under this subtitle and amounts transferred to carry out the purposes of this subtitle, in accordance with the Single Audit Act, PL 98-502 (31 USC 75 and 2 CFR Part 200 Subpart F). The Department requires that the Grantee be audited annually, and a copy submitted to the Office of Management and Budget for review and audit resolution if required.

The Department segregates each federal grant appropriation into two categories: Grant Funds and Administrative Funds. A collocation code for each is established once funds are released by the Budget Analyst. The eligible entity's grant agreement is coded to the Grants Line Item. It contains a line item budget against which monthly billings for reimbursement are requested. The Grantee's monthly financial reimbursement requests are approved by Program staff for program compliance and reviewed by Fiscal staff for mathematical accuracy.

Administrative funds are also tracked by major program code. All expenditures are approved and tracked by Program and Fiscal staff.

- a) Cooperation with Federal Investigations [676(b)(7) and 678D]:** The Department agrees to cooperate with any Federal investigation undertaken in accordance with Section 678D(b)(3) of the Act. No federal investigations were undertaken in prior years, but should the need arise, the Department will assist in any way possible. Copies of the State Plan, RurAL CAP's grant agreements, and Annual Reports are public information and open and available for review by the public, the Alaska Governor's Office, the Alaska State Legislature, the Alaska State Congressional delegation, or any interested party.
- b) Termination or reduction in proportional funding [676(b)(8)]:** Any eligible entity in the State that received funding in the previous fiscal year through a grant under the CSBG program will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act.  
  
During prior Federal Fiscal years the Department has not terminated or reduced funding to a Community Action Agency. Procedures for so doing are outlined in this Plan.
- c) Adequate Representation on the Board [676(b)(10)]:** The By-Laws of the Board of Directors of RurAL CAP delineate the procedures for obtaining representation on the Board and the mechanisms to obtain representation by other means. RurAL CAP submits a copy of the by-laws to the State annually.

## **G. Accountability and Reporting Requirements**

### **1. Results-Oriented Management and Accountability:**

RurAL CAP is actively participating in the National Community Action efforts to stay abreast of new core Federal standards for CSBG funding, ROMA next generation practices, as well as discussion of performance management tools and protocols at the local, State, and Federal levels. This work is intended to result in improvements in the CSBG management and reporting system and reflect how CSBG contributes to community action efforts to improve the lives of low-income people.

Over the years, RurAL CAP has provided in-depth training in results-oriented outcome management to its staff. RurAL CAP is involved with the national Community Action Partnership and Region X Center of Excellence effort to find ways to standardize understanding of the full range of ROMA activities as well as to continue to identify practices and protocols to help move the agency to a more structured performance measurement and performance management system, implementing ROMA Next Gen.

Stemming from a strategic planning process informed by the community needs assessment, RurAL CAP develops performance goals and designs plans and programs to implement those goals. Outcome measures are evaluated to address progress towards meeting goals. The outcome measures encompass internal and grantor-required goals in addition to CSBG performance standards (NPIs are included to RurAL CAP's Scope of Work, Narratives, Budgets and Work Plan documents).

In 2017, RurAL CAP achieved accreditation with the Council on Accreditation (COA) for several of its program areas that involve specific types of services related to behavioral health, health care, and substance abuse recovery. COA accreditation requires that the agency conform not only to CSBG Performance Standards, but with COA standards as well. There is a high degree of congruence, and no conflict between COA standards and CSBG Performance Standards. The accreditation process required a substantial effort over a two-year period to engage in a rigorous self-study, and to implement improvements in several areas. As a result, many of the agency's internal systems, policies, and procedures were overhauled and to reflect best practices. The Performance and Quality Improvement (PQI) Plan and Risk Management Plan are developed and are now operational.

Periodic reports to the Board incorporate ROMA Next Gen, CSBG's Organizational Standards, Accreditation standards, and numerous grant requirements for a robust effort on measuring results organization wide, including measurements of internal capacity as well as customer-focused outcomes.

RurAL CAP has implemented agency-wide database that serves as a tool for the diverse programs in all four Divisions to collect data on program participants, program outputs, and outcomes. By investing in a database, RurAL CAP has an increased ability to ensure consistency in reporting program outputs and outcomes with greater accuracy and less duplication.

Thirty-three programs that are 'live' in the database, with 100 active users. Additionally, RurAL CAP extended its contract with Adysystech to develop an Electronic Medical Record system to ready the database for Accreditation and future use with Medicaid billing and other grants that require secure medical records.

All RurAL CAP programs employ the ROMA model of outcome evaluation. Through an ongoing review and evaluation of the agency's processes and performance occurs; the findings and recommendations of employees at all levels of the agency are provided to and reviewed by the executive staff and Leadership Team for approval and implementation. In addition, the Leadership Team receives weekly critical incident reports from every division, which inform refinements to the Risk Management Plan, as well as program-specific operating procedures, and agency policies and procedures. Over the coming year, RurAL CAP will continue to further integrate its outcome management approach with both CSBG and COA standards, and the agency's strategic planning process to assure that it continues to sustain, grow and improve as a human service organization.

**2. Annual Report [678E(a)(2)]:**

The Department complies with this requirement through the annual submission of the Community Services Block Grant Information System Survey (CSBG/IS) submitted to the National Association for State Community Service Programs (NASCS). The latest compiled report was included in the 2019 CSBG Annual Report due to NASCS by April 30, 2020.

The Department's CSBG/IS reports include information that is pertinent, comprehensive, and which describes in detail the CSBG activities and services provided, and addresses outcomes which measure how CSBG funds were used to promote self-sufficiency, family stability, and community revitalization. It includes: Performance Objectives, Program Accomplishments and Activities, a Comparison of Planned vs. Actual Expenditures for the Prior Fiscal Year, a Profile of Participants Served (number and characteristics of clients served), a Statistical Report on CSBG Program Services, and a State Offered T & TA Report (as an attachment).

**VI. Appendices**

**A. Statement of Federal and CSBG Assurances**

**B. Budget Summary by Component/Work Plans/Narratives/Outcome Measures**

**C. Documentation of Public Hearing**

# **Appendix A**

## **Statement of Federal and CSBG Assurances**

#### **IV. Statement of Federal and CSBG Assurances:**

The designee of the chief executive of the State of Alaska hereby agrees to the Assurances in Section 676 of the Act, as amended, (42 U.S.C. 9901 et seq.)(The Act), as follows-

##### **A. Programmatic Assurances**

###### **Sec. 676(b) State application and plan**

Beginning with fiscal year 2000, to be eligible to receive a grant or allotment under section 9905 or 9906 of this title, a State shall prepare and submit to the Secretary an application and State plan covering a period of not less than 1 fiscal year and not more than 2 fiscal years. The plan shall be submitted not later than 30 days prior to the beginning of the first fiscal year covered by the plan, and shall contain such information as the Secretary shall require, including -

(1) an assurance that funds made available through the grant or allotment will be used -

(A) to support activities that are designed to assist low- income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals -

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) to secure and retain meaningful employment;

(iii) to attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) to make better use of available income;

(v) to obtain and maintain adequate housing and a suitable living environment;

(vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

(vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to -

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community- based youth development programs that have demonstrated success in preventing or reducing youth crime, such as -

(i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and

(ii) after-school child care programs; and

- (C) to make more effective use of, and to coordinate with, other programs related to the purposes of this chapter (including State welfare reform efforts);
- (2) a description of how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 9907(b) of this title in accordance with this chapter, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this chapter;
- (3) information provided by eligible entities in the State, containing -
- (A) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 9907(a) of this title, targeted to low-income individuals and families in communities within the State;
  - (B) a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations;
  - (C) a description of how funds made available through grants made under section 9907(a) of this title will be coordinated with other public and private resources; and
  - (D) a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this chapter, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting;
- (4) an assurance that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals;
- (5) an assurance that the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and a description of how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act [29 U.S.C. 2801], in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;
- (6) an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI [42 U.S.C. 8621 et seq.] (relating to low-income home energy assistance) are conducted in such community;
- (7) an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 9916 of this title;
- (8) an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this chapter will not have its funding terminated under this chapter, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 9915(b) of this title;
- (9) an assurance that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations;
- (10) an assurance that the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately

represented on the board (or other mechanism) of the eligible entity to petition for adequate representation;

(11) an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this chapter for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community- needs assessments conducted for other programs;

(12) an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 9917(b) of this title, or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization; and

(13) information describing how the State will carry out the assurances described in this subsection.

## **B. Administrative Assurances**

The State further agrees to the following, as required under the Act:

- (1) To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information described in, Section 676 of the Act. [‘675A(b)]
- (2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [‘675C(a)(1) and (2)]
- (3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the fund to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. [‘675C(a)(3)]
- (4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. [‘675C(b)(2)]
- (5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [‘675(c)]
- (6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or 675B for the period covered by the State plan. [‘676(a)(2)(B)]
- (7) That the chief executive officer of the state will designate, an appropriate State agency for purposes of carrying out State community services block grant program activities. [‘676(a)(1)]

- (8) To hold at least one legislative hearing every three years in conjunction with the development of the State plan. [‘676(a)(3)]
- (9) To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. [‘676(e)(2)]
- (10) To conduct the following reviews of eligible entities:
  - (a) full onsite review of each such entity at least once during each three-year period;
  - (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
  - (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
  - (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. [‘678 B(a)]
- (11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:
  - (a) inform the entity of the deficiency to be corrected;
  - (b) require the entity to correct the deficiency;
  - (c) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
  - (d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
  - (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [‘678C(a)]
- (12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
- (13) To repay to the United States amounts found not to have been expended in accordance with the act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community services block grant program. [‘678D(a)(3)]
- (14) To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System. [‘678E(a)(1)]
- (15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under ‘678E(a)(2) of the Act.
- (16) To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
- (17) To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [‘678F(b)]



- (18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [\*678F(c)]
- (19) Section 679. Operational Rule.
- (a) Religious Organizations Included as Nongovernmental Providers. - For any program carried out by the Federal Government, or by a State or local government under this subtitle, the government shall consider, on the same basis as other nongovernmental organizations, religious organizations to provide the assistance under the program, so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution. Neither the Federal Government nor a State or local government receiving funds under this subtitle shall discriminate against an organization that provides assistance under, or applies to provide assistance under, this subtitle, on the basis that the organization has a religious character.
- (b) Religious Character and Independence.
- (1) In General. - A religious organization that provides assistance under a program described in subsection (a) shall retain its religious character and control over the definition, development, practice, and expression of its religious beliefs.
- (2) Additional Safeguards. - Neither the Federal Government nor a State or local government shall require a religious organization—
- (A) to alter its form of internal governance, except (for purposes of administration of the community services block grant program) as provided in section 676B; or
- (B) to remove religious art, icons, scripture, or other symbols; in order to be eligible to provide assistance under a program described in subsection (a).
- (3) Employment Practices. - A religious organization's exemption provided under section 702 of the Civil Rights Act of 1964 (42 U.S.C. 2000e-1) regarding employment practices shall not be affected by its participation in, or receipt of funds from, programs described in subsection (a).
- (c) Limitations on Use of Funds or Certain Purposes. - No funds provided directly to a religious organization to provide assistance under any program described in subsection (a) shall be expended for sectarian worship, instruction, or proselytization.
- (d) Fiscal Accountability -
- (1) In General.—Except as provided in paragraph (2), any religious organization providing assistance under any program described in subsection (a) shall be subject to the same regulations as other nongovernmental organizations to account in accord with generally accepted accounting principles for the use of such funds provided under such program.
- (2) Limited Audit.—Such organization shall segregate government funds provided under such program into a separate account. Only the government funds shall be subject to audit by the government.
- (e) Treatment of Eligible Entities and Other Intermediate Organizations. - If an eligible entity or other organization (referred to in this subsection as an 'intermediate organization'), acting under a contract, or grant or other agreement, with the Federal Government or a State or local government, is given the authority under the contract or agreement to select nongovernmental organizations to provide assistance under the programs described in subsection (a), the intermediate organization shall have the same duties under this section as the government.

**C. Other Administrative Certifications**

The State also certifies the following:

- (1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular 2 CFR Part 200) shall apply to a recipient of community services block grant program funds.



\_\_\_\_\_  
Signature

**Director, DCRA**

\_\_\_\_\_  
Title

**State of Alaska, Department of Commerce, Community, and Economic Development**  
Organization

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

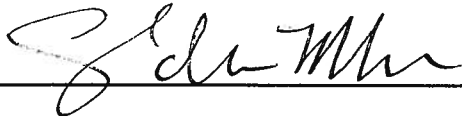
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Signature

Director, DCRA

Title

State of Alaska, Department of Commerce, Community, and Economic Development  
Organization

## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

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### Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

*Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

*Conviction* means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

*Criminal drug statute* means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

*Employee* means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

### Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- (B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

455 3<sup>rd</sup> Avenue, Suite 140, Fairbanks, Alaska 99701-4737

550 W 7<sup>th</sup> Avenue, Suite 1650, Anchorage, Alaska 99501

☐ Check if there are workplaces on file that are not identified here.

## Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

\_\_\_\_\_  
Signature

Director, DCRA

\_\_\_\_\_  
Title

State of Alaska, Department of Commerce, Community, and Economic Development  
Organization

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions**

#### **Instructions for Certification**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

\*\*\*\*\*

### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

##### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



\*\*\*\*\*

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.



\_\_\_\_\_  
Signature

Director, DCRA

\_\_\_\_\_  
Title

State of Alaska, Department of Commerce, Community, and Economic Development  
Organization

## **CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.



\_\_\_\_\_  
Signature

**Director, DCRA**

\_\_\_\_\_  
Title

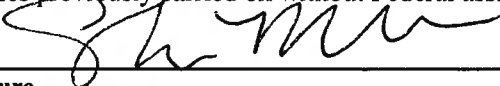
**State of Alaska, Department of Commerce, Community, and Economic Development**

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

## **CERTIFICATION REGARDING MAINTENANCE OF EFFORT**

In accordance with the applicable program statute(s) and regulation(s), the undersigned certifies that financial assistance provided by the Administration for Children and Families, for the specified activities to be performed under the Community Service Block Grant Program by State of Alaska (Applicant Organization), will be in addition to, and not in substitution for, comparable activities previously carried on without Federal assistance.



\_\_\_\_\_  
Signature

**Director, DCRA**

\_\_\_\_\_  
Title

**State of Alaska, Department of Commerce, Community, and Economic Development**

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

## **Appendix B**

### **Budget Summary by Component/ Work Plans/Narratives/Outcome Measures**

***Community Services Block Grant - FY 2022***  
Submitted by Rural Alaska Community Action Program, Inc.

## **Scope of Work**

During the period October 1, 2021 to December 31, 2022, RurAL CAP proposes to use Community Services Block Grant funds in the following components: Administrative Services, Child Development, Community Development, Development and Communications Services, Planning and Construction, and Supportive Housing.

### **Overview of FY 2022 CSBG Proposal**

<b>Administrative Services.....</b>	<b>\$ 250,306</b>
• Administrative Services	
<b>Child Development Division .....</b>	<b>\$ 434,812</b>
• Child Development Center	
• Child Development Division Support	
<b>Community Development Division .....</b>	<b>\$ 258,298</b>
• AmeriCorps Program	
• Rural Providers' Conference	
• Community Development Division Support	
<b>Development and Communications Services .....</b>	<b>\$ 498,040</b>
• Research, Development and Evaluation	
• Breakthrough Initiatives	
<b>Planning and Construction Division .....</b>	<b>\$ 288,434</b>
• Planning and Construction Division Support	
<b>Supportive Housing Division .....</b>	<b>\$ 770,110</b>
• Supportive Housing Division Support	
<b>TOTAL FUNDS REQUESTED (100%).....</b>	<b><u>\$2,500,000</u></b>

# Community Services Block Grant ALLOCATION COMPARISONS 2019 - 2022

## Rural Alaska Community Action Program, Inc. (RurAL CAP)

Activity	FY 18 Budget end 6/30/19		FY 19 Budget end 6/30/20		FY 20 Proposed end 9/30/20		FY 21 Proposed end 9/30/22	
<b>Administrative &amp; Communications</b>								
Administrative Services	\$305,604	12.19%	\$116,145	4.61%	\$120,255	4.81%	\$212,124	8.48%
<b>Child Development</b>								
Child Care	\$188,044	7.50%	\$180,309	7.16%	\$138,549	5.54%	\$175,809	7.03%
Division general expenses	\$244,736	9.77%	\$271,723	10.79%	\$229,936	9.20%	\$192,676	7.71%
<b>Community Development</b>								
AmeriCorps	\$78,326	3.13%	\$80,516	3.20%	\$0	0.00%	\$70,761	2.83%
Rural Providers Conference	\$11,870	0.47%	\$13,652	0.54%	\$0	0.00%	\$0	0.00%
Division general expenses	\$214,889	8.57%	\$188,832	7.50%	\$165,900	6.64%	\$148,136	5.93%
<b>Development/Communications Services</b>	\$450,965	18.00%	\$565,671	22.47%	\$883,964	35.36%	\$422,068	16.88%
<b>Planning and Construction</b>	\$260,864	10.41%	\$283,282	11.25%	\$244,436	9.78%	\$244,436	9.78%
<b>Supportive Housing</b>								
Supportive Housing	\$368,426	14.70%	\$433,489	17.22%	\$335,605	13.42%	\$652,636	26.11%
<b>ADMINISTRATIVE COSTS</b>	\$382,271	15.25%	\$384,052	15.25%	\$381,355	15.25%	\$381,354	15.25%
<b>Total CSBG</b>	<b>2,505,995</b>	<b>100%</b>	<b>2,517,671</b>	<b>100%</b>	<b>2,500,000</b>	<b>100%</b>	<b>2,500,000</b>	<b>100%</b>

***FY21 Community Services Block Grant***  
For Period October 1, 2021 Through September 30, 2022

## Budget Summary by Component

CATEGORY	ADMIN. SERVICES	CHILD DEVEL.	COMMUNITY DEVEL.	DEVELOPMENT COMMUNICATIONS SERVICES	PLANNING & CONSTRUCTION	SUPPORTIVE HOUSING	TOTALS
PERSONNEL	\$178,137	293,595	\$209,427	325,859	\$109,257	\$552,613	\$1,668,888
CONTRACTUAL	0	33,400	\$0	26,500	\$0	\$35,160	\$95,060
TRAVEL	4,750	5,405	\$0	4,790	\$22,130	\$4,085	\$41,160
BLDG SPACE	16,117	19,200	\$5,749	35,144	\$45,000	\$5,603	\$126,813
GENERAL SUPPLY	6,170	600	\$122	600	\$10,000	\$2,550	\$20,042
PROGRAM SUPPLY	0	0	\$0	3,000	\$16,882	\$0	\$19,882
EQUIPMENT	0	0	\$0	0	\$0	\$0	\$0
COMMUNICATIONS	6,000	16,285	\$2,599	14,300	\$28,667	\$45,000	\$112,851
OTHER	950	0	\$1,000	11,875	\$12,500	\$7,625	\$33,950
DIRECT COSTS	212,124	368,485	218,897	422,068	244,436	652,636	\$2,118,646
ADMIN COSTS	38,182	66,327	39,401	75,972	43,998	117,474	\$381,354
TOTAL COST	\$250,306	\$434,812	\$258,298	\$498,040	\$288,434	\$770,110	\$2,500,000
Percent	10.01%	17.39%	10.33%	19.92%	11.54%	30.80%	100.0%

***Community Services Block Grant – FY 2022***  
Submitted by Rural Alaska Community Action Program, Inc.

## **Outcome Measures**

As a Community Action Agency, RurAL CAP subscribes to the six national goals of the 1994 Amendment to the CSBG Act, and implements these goals through its programs and services. The agency monitors its activities to measure program success in three key areas: promoting self-sufficiency, family stability, and community revitalization. In addition, the agency continually strives to enhance its capacity to achieve results on behalf of the communities and people it serves through partnerships, efficiencies, and leveraging of non-CSBG resources.

- |               |   |
|---------------|---|
| <b>Goal 1</b> | Low-income people become more self-sufficient. <i>(Family)</i>  |
| <b>Goal 2</b> | The conditions in which low-income people live are improved. <i>(Community)</i>   |
| <b>Goal 3</b> | Low-income people own a stake in their community. <i>(Community)</i>  |
| <b>Goal 4</b> | Partnerships among supporters and providers of services to low-income people are achieved. <i>(Agency)</i>  |
| <b>Goal 5</b> | Agencies increase their capacity to achieve results. <i>(Agency)</i>  |
| <b>Goal 6</b> | Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems. <i>(Family)</i> |

Each RurAL CAP program or activity supported by CSBG funding implements one or more of these six national goals. The following paragraphs outline and quantify, by component, anticipated outcomes.

**Administrative Services.** Supports the agency's capacity to achieve results by providing administrative support to all departments throughout the agency, and to the agency's 24-member governing board and working committees.

*CSBG National Goal #5 Agencies increase their capacity to achieve results.*

- All members of the Leadership Team will increase their capacity to achieve results and improve programs as a result of the development and implementation of strategic plan resulting in mobilization of non-CSBG funds to RurAL CAP.
- Out of 19 Program and Division Directors and Managers, at least 10 will become successful and proficient in implementing outcome-based planning and evaluation using Lean Management tools resulting in mobilization of non-CSBG funds to RurAL CAP

**Child Development Division.** Programs and services support Goal 6 - Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

- 85% of four-year old children will demonstrate school readiness as reflected in the required measures for the Child Development Division.
- 82% of three-year old children will demonstrate school readiness as reflected in the required measure for the Child Development Division.
- 85% of children who have a failed dental exam will begin treatment
- 75% of parents who complete the annual parent survey will report: the ability to set meaningful goals, improved parenting skills, and increased understanding of child development.

**Community Development Division.** Programs and services create measureable improvements in the conditions and behaviors of low-income, rural, Alaskans, which enhance their wellness, self-sufficiency, and quality of life. CSBG goals 1, 2, 3, and 4 are implemented.

*CSBG National Goal #3 Low-income people own a stake in their community.*

- 300 community members will volunteer to support an activity organized through a Community Development Division Program. Of these volunteers, 225 (or 75%) will be low-income volunteers.

*CSBG National Goal #1 Low-income people become more self-sufficient.*

- Out of 60 RAY and VISTA AmeriCorps applicants, 40 will be enrolled in a service position, 35 will increase their knowledge or skills. 32 will maintain the service position for at least six months, and 30 will complete their position term and earn an education award.

*CSBG National Goal #2 The conditions in which low-income people live are improved.*

- 20 before-school and after-school, accessible community services for low-income families (including children or youth) will be created or preserved.
- 

*CSBG National Goal #6 Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.*

- Of the 300 people participating in a Community Development program, 250 (or 83%) will improve skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community
- Of the 75 youth assigned to an Elder Mentor for individualized, in-depth support, 50 (or 66%) will increase academic, athletic or social skills for school success.
- Of the 100 people and their dependents referred to the Bya Haven Domestic Violence and Sexual Assault Shelter, 90 (or 90%) will receive safe, temporary shelter and victim services.



**Development and Communications.** Agency capacity to deliver services is developed through sustaining and maintaining the financial health of the agency through a diverse range of quality proposals, building relationships with partners and funders, media, marketing and advocacy.

- The ability of low-income people and communities to engage in self-advocacy and self-determination is enhanced, implementing CSBG Goals 2 and 3
- The agency enjoys a broad range of funders and partners, implementing CSBG Goals 4 and 5

**Planning & Construction Division.** Activities increase the quality and performance of existing homes, develop new homes, and increase the ability of persons with disabilities to remain independent in their own homes. These programs implement CSBG Goals 1, 2, 4, and 5.

- 9 lower-income families will build their own homes under the USDA self-help program, earning approximately \$30,000 in sweat equity per family
- 20 mobile homes in Anchorage occupied by lower-income families will receive repair services, and preserve an important part of the city's affordable housing stock
- 20 homes in rural Alaska and 65 homes in urban Alaska will reduce energy costs and improve indoor air quality through weatherization
- 11 homes occupied by persons experiencing disabilities will be modified to meet the accessibility needs of the residents, enabling them to remain in their homes, living independently
- Gaps in the housing array and delivery system in rural Alaska will be assessed and programming designed to address identified needs, in partnership with tribes and other housing-related entities.

**Supportive Housing Division.** The Supportive Housing division provides a range of services and activities which create measurable improvements in the conditions and behaviors of low-income Alaskans, which enhance their educational, social, physical, mental, and spiritual quality of life. These programs and activities implement CSBG Goals 1-4.

- The Division will measure the self-sufficiency of all supportive housing participants annually in permanent housing and bi-annually in transitional housing.
- The Division increase and preserve the number of affordable housing units available to special needs populations such as persons with disabilities or the homeless
- Residents/tenants receive services conducted by community volunteers and increase volunteer engagement in RurAL CAP's mission through volunteering, leveraging 2,000 volunteer hours, 80 of which are residents/tenants of Supportive Housing facilities.
- Homeless persons will obtain and retain safe and affordable housing. The Division will house a minimum of 200 people annually.
- Supportive Housing Division will provide outreach and engagement services to the most disabled and vulnerable homeless persons to target them for permanent supportive housing, locating permanent housing for 75 new chronically homeless people annually in Anchorage.

*Community Services Block Grant FY 2022*  
**Administrative Services**

## **NARRATIVE**

### **SUMMARY OF COMPONENTS**

#### **Component 1 – Administrative Services**

RurAL CAP's constituents are low-income and working poor who desire to influence public policies in areas that most directly affect their lives. RurAL CAP recognizes the benefit of community members participating in economic, educational, health, cultural, social, housing and environmental efforts which allow them to determine workable solutions. RurAL CAP works strategically to increase the capacity of people to impact public policy and to inform decision makers to result in practical outcomes.

Administrative Services serve as the eyes and ears of the agency internally and externally and are critical to the success in serving clients. Administrative Services support the Board and staff at all levels, maintain agency documents and corporate licensing, Board files, coordination of volunteer activities, maintain the Leadership Team SharePoint page for communications to all staff, oversees the virtual library, and serves as the first point of contact for phone, e-mail, and website inquiries. They provide support across the agency, ensure the agency follows sound fiscal and personnel policies and practices, and are one of the key staff involved with the agency's strategic planning and outcome data reporting.

**Partnerships and Agency Capacity.** Administrative Services, particularly in its role with the Board of Directors and Executive Staff, and in coordination with Communications and Development, assist with the focused effort at tracking, nurturing, and building personal relationships with a variety of people in organizations who support mutual interests and outcomes.

The ability of the agency to sustain and grow services that improve the lives of low-income people lies in its ability to develop, diversify, and maintain partnerships through good communications.

Equally important is staff development which assures the delivery of innovative, quality services that constantly seek new and improved ways of meeting the goals and objectives of the organization to improve low-income conditions.

## **PROGRAM OUTCOME STATEMENT**

The Administrative Services component develops the capacity of low-income people and communities to increase local self-determination and self-sufficiency through relationship building, and staff and community capacity building.

This outcome supports the achievement of the above components related to Partnerships and Agency Capacity to ensure low-income peoples' goals of self-sufficiency are achieved.

## **NEED FOR SERVICES**

### **Customers**

The people RurAL CAP serves are low-income Alaskans, many of whom are rural Alaska Natives. Many still speak their Native language and complement their household budgets through hunting, fishing and gathering as their ancestors have for thousands of years. Their cultures and traditions are based on values which have enabled the indigenous peoples of Alaska to thrive as separate and distinct tribal cultures.

It is the agency's philosophy that tribal cultures, governments, traditions, and people need to be able to survive in the 21<sup>st</sup> century. Tribal members must be provided the opportunities to advocate for decisions that are made about their laws, economies, and customs. While these are the customers of this component, RurAL CAP collaborates with many statewide partners who help make these results possible.

### **Products**

The products of Administrative Services: supporting the agency's capacity to support community empowerment through information; leadership development; increased capacity of communities and leaders to impact public policy; and increased self-sufficiency. This is accomplished by:

- Continuous staff development and growth to improve knowledge and skills that help achieve family and community outcomes.

## **OUTCOME MANAGEMENT MODEL**

CSBG funded programs support self-sufficiency and improving the conditions and behaviors of low-income people; the Administrative Services component will apply an outcome management model to evaluate its effectiveness. This model measures the capacity building of the organization's Board and staff to deliver to the CSBG Organizational Standards to move low-income people out of poverty and into increased involvement in their communities and self-sufficiency in their lives.

<u>Budget Summary FY 2022</u> Community Services Block		Rural Alaska Community Action Program, Inc.		<u>Component: ADMINISTRATION SERVICES</u>	
GRANT NUMBER:	Grant FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)		ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):
			Public Law 97-35		
	Beginning Date	Ending Date	Section 675 ©, (A), (B)		
	October 1, 2021	December 31, 2022	(vi), (vii), (D), (E)		

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	( I ) CSBG Approved Budget for the Current Funding Period No. months of operation:		( II ) Requested Amendment to Current CSBG Approved Budget ( + or - )		( III ) TOTAL REQUESTED BUDGET No. months of operation: <u>12</u>		( IV ) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		( 1 )	( 2 )	( 1 )	( 2 )	( 1 )	( 2 )	( 1 )	( 2 )
10	PERSONNEL	\$194,471		\$0		\$194,471			
20	CONTRACTUAL	\$0		\$0		\$0			
30	TRAVEL	\$4,750		\$0		\$4,750			
40	BUILDING SPACE	\$16,117		\$0		\$16,117			
50	GENERAL SUPPLY	\$6,170		\$0		\$6,170			
60	PROGRAM SUPPLY	\$0		\$0		\$0			
70	EQUIPMENT	\$0		\$0		\$0			
80	COMMUNICATION	\$6,000		\$0		\$6,000			
90	OTHER	\$950		\$0		\$950			
	TOTAL DIRECT	\$228,458		-		\$228,458			
	ADMINISTRATIVE COSTS	\$41,122		-		\$41,122			
	<b>TOTAL</b>	<b><u>\$269,580</u></b>		<b><u>-</u></b>		<b><u>\$269,580</u></b>			

**CSBG - FY 2022 - ADMINISTRATIVE SERVICES**

<b>BUDGET SUPPORT SHEET</b> (Budget Support Data)		
<b>NAME OF APPLICANT AGENCY:</b> RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	<b>TYPE OF GRANT:</b> <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT	<b>DATE SUBMITTED:</b>  <p align="center"><b>Nov-20</b></p>

**BUDGET SUPPORT DATA** (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

**Component 1: ADMINISTRATIVE SERVICES**

510	<b><u>PERSONNEL COSTS:</u></b>			
	100 - Planning and Improvement Director	\$91,954		
	Communications Coordinator	\$56,496		
	<i>Subtotal Personnel</i>	<i>\$148,451</i>		
	500 - Employee Fringe (\$80,411 x 27.7%)	\$46,020		
	<b>TOTAL COST OF PERSONNEL</b>	<b>\$194,470</b>	<b>\$194,471</b>	
530	<b><u>TRAVEL COSTS:</u></b>			
	<u>100 - Staff Per Diem in State:</u>			
	▪ Board and Exec Cmte meetings	\$1,500		
	<u>200 - Staff Per Diem out of State</u>			
	▪ Attend national conferences/trainings	\$2,000		
	<u>500 - Staff Travel in State:</u>			
	▪ Board and Exec Cmte meetings	\$500		
	<u>600 - Staff Travel out of State:</u>			
	▪ Attend national conferences and trainings	\$750		
	<b>TOTAL COST OF TRAVEL</b>	<b>\$4,750</b>	<b>\$4,750</b>	

**CSBG - FY 2022 - ADMINISTRATIVE SERVICES**

<b>BUDGET SUPPORT SHEET</b> (Budget Support Data)		
<b>NAME OF APPLICANT AGENCY:</b> RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	<b>TYPE OF GRANT:</b> <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT	<b>DATE SUBMITTED:</b>  Nov-20

**BUDGET SUPPORT DATA** (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
540	<b><u>SPACE COSTS:</u></b>  100 - Space for offices  <b>TOTAL COST OF SPACE</b>	  \$16,117  <b>\$16,117</b>	    <b>\$16,117</b>
550	<b><u>GENERAL SUPPLY COSTS:</u></b>  100 - Office supplies  <b>TOTAL COST OF GENERAL SUPPLIES</b>	  \$6,170  <b>\$6,170</b>	    <b>\$6,170</b>
580	<b><u>COMMUNICATION COSTS:</u></b>  100 - Telephone / Teleconference / Fax 600 - IT costs (300/mo./user for 12 months)  <b>TOTAL COST OF COMMUNICATIONS</b>	  \$1,200 \$4,800  <b>\$6,000</b>	      <b>\$6,000</b>
590	<b><u>OTHER COSTS:</u></b>  700 - Fees, Tuitions and Memberships  <b>TOTAL COST OF OTHER</b>	  \$950  <b>\$950</b>	      <b>\$950</b>
	<b>Direct Cost of Component</b> <b>Administrative Costs of Component @ 18%</b> <b>TOTAL COST OF COMPONENT</b>	  \$228,458 \$41,122 <b>\$269,580</b>	

## Outcome Measures – Administrative Services

*Submitted by Jessica Parks, Planning & Improvement Director*

*FY 2022 - 10/1/21 to 9/30/22*

**National CSBG Goal #5**  
**National Perf. Indicator 5.1**  
**RurAL CAP Strategic Plan**  
**Outcome Statement #1**

Agencies increase their capacity to achieve results.

Agency Development

Capacity Building

All RurAL CAP staff and board members will increase their capacity to achieve results and make decisions for effective program development as a result of the development and implementation of a strategic plan.

**Performance Target #1**

All members of the Leadership Team will increase their capacity to achieve results and improve programs as a result of the development and implementation of strategic plan resulting in mobilization of non-CSBG funds to RurAL CAP (5.1A-H).

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>Program and Division Directors and Managers.</b>	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate	<b>Product Steps:</b> Who does what to make milestone happen	(10/1-12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1-6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.1 Leadership Team members develop schedule for annual review and update of agency plan.	Participant list, LT meeting minutes.	<b>15</b>	Chief Operating Officer facilitates meeting					
1.2 Leadership Team members collect and catalog assessments from all RurAL CAP programs for use in an annual review of the strategic plan.	Copy of strategic plan.	<b>15</b>	LT members listen to reports from staff and review program assessments; meeting minutes.					
1.3 Leadership Team members use the Strategic Plan as a guide for the development of programs to address the needs of low-income Alaskans.	Quarterly board reports; Copies of new proposals.	<b>15</b>	LT members and their staff design and implement new programs and projects consistent with the agency Strategic Plan.					
1.4 Leadership Team members convene to evaluate key indicators, needs assessments, and environmental scans; determines if plan requires adjustment.	LT meeting minutes.	<b>15</b>	Individual goals and objectives are compared to current and emerging trends.					

A box with the following symbol signifies:

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no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>RurAL CAP Program and Division Directors and Managers.</b>	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate	<b>Product Steps:</b> Who does what to make milestone happen	(10/1-12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1-6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.5 Executive Team members engage in the board in strategic planning.	Meeting agendas; draft applied strategic plan.	<b>6</b>	LT members meet with board members to discuss plan and make revisions.					
1.6 Executive Team members write plan revisions for review and adoption by RurAL CAP Board of Directors.	Revised plan; board minutes.	<b>6</b>	LT recommendations applied to existing plan. Plan revised as appropriate. Board takes action to adopt revisions.					
1.7 Leadership Team members report to the board on the implementation of the strategic plan.	Board Reports; Board committee agendas.	<b>15</b>	LT members draft reports and give presentations to the board and board committees.					
1.8 RurAL CAP staff and board members achieve results and improve programs through the development and implementation of a Strategic Plan which results in the mobilization of additional non-CSBG funds to RurAL CAP.	Quarterly Board Reports; copies of new proposals and grant awards.	<b>9</b>	LT members and their staff design and implement new programs and projects consistent with the agency Strategic Plan.					

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no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time



## Outcome Measures – Administrative Services

*Submitted by Jessica Parks, Planning & Improvement Director FY 2022 - 10/1/21 to 9/30/22*

**CSBG National Goal #5**  
**National Perf. Indicator 5.1**  
**RurAL CAP Strategic Plan**  
**Outcome Statement #1**

Agencies increase their capacity to achieve results.  
 Agency Development  
 Capacity Building  
 All RurAL CAP Staff will become successful and proficient in implementing outcome-based planning and evaluation.

**Performance Target #1**

Out of 19 Program and Division Directors and Managers, at least 10 will become successful and proficient in implementing outcome-based planning and evaluation using Lean Management tools resulting in mobilization of non-CSBG funds to RurAL CAP (5.1A-H).

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>Outcome Mgt proficiency for RurAL CAP Program and Division Directors and Managers.</b>	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate	<b>Product Steps:</b> Who does what to make milestone happen	(10/1-12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1-6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.1 Directors and Managers participate in training to prepare planning and evaluation documents.	Training schedules and agendas.	<b>19</b>	Directors and Managers request further training if needed to review and clarify.					
1.2 Directors and Managers assist in developing Performance Targets, Milestones, Verification Tools, Projected Numbers, and Products Steps for each of their programs.	Annual CSBG Outcome Measure publication submitted to the Board and to DCCED.	<b>15</b>	Planning and Improvement Director provides training and reviews outcomes; RurAL CAP Board approves; Proposal goes to DCCED and legislative public hearing.					
1.3 Directors and Managers generate quarterly and annual reports measuring effectiveness of programs using Outcome Measures.	Written quarterly reports submitted to the Board of Directors; Quarterly CSBG outcome measures reports.	<b>10</b>	Board sets date for annual review of programs and goals; Executive Team compiles report for the Board.					
1.4 Directors and Managers have results and learning meetings with key staff to discuss and analyze outcome data.	Annual progress report to the board, annual performance evaluations.	<b>10</b>	Executive Team compiles report for the Board; supervisors note results and learning					

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no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

			achievements in annual performance evaluations.					
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DRAFT

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no program activity

zero ( 0 )  
no customers achieved milestone, even though there was program activity

whole number (5)  
unduplicated customers that achieve milestone for the 1<sup>st</sup> time

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>proficiency for Program and Division Directors and Managers.</b>	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate	<b>Product Steps:</b> Who does what to make milestone happen	(10/1-12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1-6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.5 Directors and Managers revise and update Outcome Measures annually.	Annual CSBG Outcome Measure publication submitted to the Board and to DCCED.	<b>15</b>	COO requests reports from staff and compiles into report for CSBG and the Board.					
1.6 Directors and Managers become proficient in implementing outcome-based planning and evaluation resulting in the mobilization of non-CSBG funds.	Non-CSBG proposals and grant awards.	<b>10</b>	Directors submit non-CSBG proposals and are awarded funds to support programs consistent with the Applied Strategic Plan.					

A box with the following symbol signifies:

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no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## CSBG -- FY 2022 Proposal

## Component: ADMINISTRATIVE SERVICES

Page 1 of 1

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S) Sec 676 (A), (i); (v); (vii)		Component: Admin		
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE EXECUTIVE DIRECTOR <i>Patrick Anderson, CEO</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>		Period: October 1, 2021 – September 30, 2022				
(4) ADDRESS <i>731 East 8<sup>th</sup> Avenue</i>		CITY <i>Anchorage</i>	STATE <i>Alaska</i>		ZIP CODE <i>99501</i>					
(6) PROJECT TITLE AND STATEMENT OF ONE- YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>					
National CSBG Goal 5: Agencies Increase their Capacity to Achieve Results.	A. Maintain qualified personnel to provide general administrative support to the agency, board, and staff B. Provide for workspace, office supplies, and communications to support admin staff C. Provide training opportunities for admin staff D. Provide for admin staff travel to support board meetings in locations away from the Anchorage Central Office. E. Provide leadership in agency process improvements and facilitate improvement events.	X	X	X	X	<ul style="list-style-type: none"> <li>Capacity Building for staff</li> <li>Orientation to Community Action</li> </ul>	\$ 269,580	12		On-Going
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY) GRAND TOTAL					\$ 269,580			
(14) THIS APPLICATION HAS BEEN (check “a” or “b” as appropriate): a. (X) Approved by the applicant’s governing board.      b. ( ) Reviewed by the applicant’s administering board and approved by its governing officials.										
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD		SIGNATURE:					DATE:		DATE OF BOARD APPROVAL:	
RurAL CAP Board President, Joe Williams										

*Community Services Block Grant FY 2022 Proposal*

# **Child Development Division**

## **NARRATIVE**

### **SUMMARY OF COMPONENTS**

#### **Component 1 – General Child Development Division**

CSBG supports a large portion of the position of the Child Development Division Director plus a portion of the Child Development Division Data staff. The Child Development Division Director position provides administrative oversight of Head Start, Early Head Start, Parents as Teachers, and Child Development Center programs. In addition, the CD Division Director is responsible for working with the Leadership Team and division staff to develop innovative programs, research and lead initiatives that builds organizational and divisional capacity. The Child Development Division Data staff focus on data entry for all Division early childhood programs related to child and family outcomes and the food service program. In total, the Child Development Division supports programs in 24 communities serving over 850 children with a staff of more than 160 people.

**I. RurAL CAP Head Start / Early Head Start** programs are administered in 24 communities across the state. Seventeen communities offer Head Start services and seven communities offer both Head Start and Early Head Start services. Head Start is a comprehensive early childhood and family support program for low income children and their families. It is designed to help three to five-year-old children become socially competent and ready for entry to school. Educational activities are provided that support each child's developmental level and cultural background. Through strong partnerships with parents and communities, mental and physical health, dental, nutrition, and disability services are made available. Family partnership agreements are developed to assist families in achieving their goals. Parents are involved in setting the direction for the program through local Parent Committees, regional Parent Committees, and the Child Development Policy Council. The Early Head Start program provides home-based services to parents with children ages zero to three. Access to health care providers is supported and information is delivered to ensure the optimal growth and development for infants and toddlers. Parents are provided information about developmental milestones for their child and the importance of providing a stimulating environment. The research pointing to the importance of the "early years" in brain development validates the crucial need to reach parents at this time in their child's life and support quality parenting.

**II. The RurAL CAP Parents as Teachers** department operates three early childhood parent education and family support programs designed to empower all parents to give their child the best possible start in life. Services are currently offered in six communities to 110 families. The program delivers home based services through bi-weekly visits in

the family's home environment and monthly group socializations. Important developmental information based on brain research is delivered using the PAT Foundational Model. Additional school readiness activities and family empowerment information is shared through parent workshops, groups meetings on topics of interest to parents, and joint play sessions with infant learning.

## **Component 2 – Child Development Center – Child Care**

**I.** The RurAL CAP **Child Development Center** is a licensed, year-round, early care and learning program for 64 children between the ages of 19 months and 5 years. It is a tuition-based program, which offers assistance to families in financial need. Many families are eligible for childcare assistance through Cook Inlet Tribal Council or the Municipality of Anchorage. The Center also offer a full day Head Start/Wrap Around Child Care Program layering resources to provide full day comprehensive care to qualifying families. The Center maintains collaborative relationships with many local organizations and social service programs to help low-income families achieve self-sufficiency. The Center continues to dedicate resources for ongoing professional development for staff and is making gains in increasing wages for early childhood professionals.

## **PROGRAM OUTCOME STATEMENT**

The programs within the Child Development Division provide a range of services and activities which result in significant and measurable contributions towards solving the inequities in rural education. The common thread linking these programs is their shared outcome statement:

Our mission is to provide *quality early childhood education* that involves and serves communities, staff, parents, and children prenatal through age five. These programs respect Alaskan's cultural diversity and innate potential for personal and professional growth by entering into partnerships based on collaboration, advocacy, and self-sufficiency.

This outcome supports the achievement of the following CSBG goals:

- #3 Low-Income People Own a Stake in Their Community.
- #6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

## **NEED FOR SERVICES**

### **Program Customers**

The Child Development Division target populations supported by CSBG are low-income families with young children who live below the poverty guidelines. Over 70% of service recipients are Alaska Native people living in remote rural villages. Most of these villages

have no road access and can only be reached by plane, boat, or snow machine. These communities experience some of the most extreme social and economic conditions in the country as measured by rates of income, un-employment, education, alcohol and drug abuse, domestic violence, accidental death, and suicide. Every three years an extensive Head Start/Early Head Start Community Assessment is conducted. During the interim years, community updates are completed to track significant changes in community resources and services.

In Anchorage, families served by the Child Development Center are often those families who might not otherwise reach their full economic or educational potential if quality childcare were not available to them at an affordable cost. Studies have shown that children growing up in low-income families are at risk for development delays and marginal health outcomes if they do not receive intervention in the early years of life. Often low income families are forced to place their children in inadequate child care while they work at low paying jobs or participate in training. This automatically puts their children at a disadvantage and in many cases puts them at risk of abusive or neglectful care. The Child Development Center is able to offer low-income families' access to the same quality of care that middle and upper income families can afford.

### **Program Products**

The Child Development Division programs provide early care and learning experiences for children prenatal to five years of age through center-based or home-based program options. Parents are provided educational resources and information on child development, health, nutrition, mental health, disabilities, and positive behavioral support. The program helps parents accomplish individual goals such as obtaining job skills, employment, and training.

Head Start/Early Head Start classrooms are rich interactive environments full of developmentally appropriate materials and activities. The center-based option provides classroom time for children and provides two home visits and two parent/teacher conferences with families during the school year. The home visits and parent/teacher conferences focus on sharing information about the child's developmental level, school readiness and goals the parents may have for their child. In the home-based option, children and parents are visited weekly in their homes by a home visitor. Parents, as the primary educators of their children, become involved in the educational development of their children. The home-based program offers seventeen group socializations for children and families. Through these group experiences children have an opportunity to interact socially with other children while parents exchanged parenting tips and participate in various parent trainings.

Staff in rural villages receive job training and employment in communities where little other job opportunities are available. With regulations now requiring Head Start teachers to possess Associate and Bachelor degrees, classroom teachers are enrolled in college courses soon after completing their Child Development Associates Credential. The training department in the Child Development Division connects teachers with distance

education through the University of Alaska while still working full time in the classroom. Significant progress has been made in the number of teachers possessing associates and bachelor degrees. School districts benefit from the high level of competency of local early childhood educators and children enter kindergarten better prepared for school.

The Parents as Teachers program uses a two generational approach to providing services. Through bi-weekly visits in the home environment and monthly group connections, the PAT Parent Educator provides parents with foundational knowledge of child development and works collaboratively with parents to develop and promote effective parenting strategies. The goal of parents enrolled is to become a stronger resource for their children by capitalizing on their role as the first and most influential teacher of their child. For young children between the ages of zero and five, PAT services focus on introducing or increasing the child's interactions with high quality, age appropriate learning experiences. Key to these learning experiences is the lead role parents play in facilitating and mediating their child's learning thus promoting their child's well-being and readiness for school.

The Child Development Center offers a year-round, full day, early care and learning program. The Center is licensed by the Municipality of Anchorage. The curriculum and program philosophy parallels that of the RurAL CAP Head Start program. The curriculum is based on a child-centered approach in which the Alaska Early Learning Guidelines and age appropriate developmental guidelines from the National Association for the Education of Young Children (NAEYC) are followed. The program also conducts age appropriate screenings for children to detect potential developmental delays. Referrals are made, with parent consent, to local early intervention programs, when needed.

### **OUTCOME MANAGEMENT MODEL**

The outcome management models for the Child Development Division are included in the NPI outcomes section for the agency. These pages complete the narrative section of this CSBG work plan for the following components:

#### **Component 1 – General Child Development Division**

- **Head Start / Early Head Start Programs**
- **Parents as Teachers Programs**

#### **Component 2 –Child Care**

- **Child Development Center**



<u>Budget Summary FY 2022</u> Community Services Block		Rural Alaska Community Action Program, Inc.		<u>Component: CHILD DEVELOPMENT DIVISION</u>	
GRANT NUMBER:	Grant FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)		ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):
	Beginning Date October 1, 2021	End Date December 31, 2022	Public Law 97-35 Section 675		

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation: 12		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: 12		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation: 12	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL	\$293,595		\$0		\$293,595			
20	CONTRACTUAL	\$33,400		\$0		\$33,400			
30	TRAVEL	\$5,405		\$0		\$5,405			
40	BUILDING SPACE	\$19,200		\$0		\$19,200			
50	GENERAL SUPPLY	\$600		\$0		\$600			
60	PROGRAM SUPPLY	\$0		\$0		\$0			
70	EQUIPMENT	\$0		\$0		\$0			
80	COMMUNICATION	\$16,285		\$0		\$16,285			
90	OTHER	\$0		\$0		\$0			
	TOTAL DIRECT	\$368,485		-		\$368,485			
	ADMINISTRATIVE COSTS	\$66,327		-		\$66,327			
	<b>TOTAL</b>	<b><u>\$434,812</u></b>		<b><u>-</u></b>		<b><u>\$434,812</u></b>			

## Child Development Division Component Summary

Cost Cat. No.	Cost Category	Component I General Child Development Division	Component II Child Development Center	TOTAL
10	Personnel	\$134,319	\$159,276	<b>\$293,595</b>
20	Contractual		\$33,400	<b>\$33,400</b>
30	Travel	\$5,405		<b>\$5,405</b>
40	Building Space	\$19,200		<b>\$19,200</b>
50	General Supplies	\$600		<b>\$600</b>
60	Program Supplies			<b>\$0</b>
70	Equipment			<b>\$0</b>
80	Communications	\$16,285		<b>\$16,285</b>
90	Other			<b>\$0</b>
	<b>Direct Costs</b>	\$175,809	\$192,676	<b>\$368,485</b>
	<b>Administrative Costs @18%</b>	\$31,646	\$34,682	<b>\$66,328</b>
	<b>TOTAL COSTS</b>	<b>\$207,455</b>	<b>\$227,358</b>	<b>\$434,813</b>

## CSBG - FY 2022 - CHILD DEVELOPMENT DIVISION

<b>BUDGET SUPPORT SHEET</b> (Budget Support Data)		
<b>NAME OF APPLICANT AGENCY:</b> RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	<b>TYPE OF GRANT:</b> <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	<b>DATE SUBMITTED:</b>  Nov-20

**BUDGET SUPPORT DATA** (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

**Component 1 - GENERAL CHILD DEVELOPMENT DIVISION**

510	<b><u>510 PERSONNEL:</u></b> (includes estimates for COLA/merit increase)  100 - Child Development Division Director annual salary (80%) \$93,587 100 - Child Development Data Support <u>\$8,946</u> <i>Subtotal Personnel</i> \$102,533 500 - Fringe (31%) \$31,785  <b>TOTAL COST OF PERSONNEL</b> <b>\$134,319</b>			
530	<b><u>530 TRAVEL COSTS:</u></b> <u>100 - Staff Per Diem in State</u> ▪ 2 trips by CD Division Dir. to CDPC meetings and Board meetings 270.00 x 2 days x 2 trips \$1,080  <u>200 - Staff Per Diem out of State</u> ▪ 1 trip by CD Division Dir. to training conference, 435.00 x 5 days \$2,175 <u>500 - Staff Travel in State</u> ▪ 2 trips by CD Division Dir. to CDPC meetings and Board meetings \$1,150  <u>600 - Staff Travel out of State</u> ▪ 1 trip by CD Division Dir. to training conference \$1,000  <b>TOTAL COST OF TRAVEL</b> <b>\$5,405</b>			

## CSBG - FY 2022 - CHILD DEVELOPMENT DIVISION

<b>BUDGET SUPPORT SHEET</b> (Budget Support Data)		
<b>NAME OF APPLICANT AGENCY:</b> RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	<b>TYPE OF GRANT:</b> <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	<b>DATE SUBMITTED:</b>  <b>Nov-20</b>

**BUDGET SUPPORT DATA** (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
540	<b><u>540 SPACE COST</u></b> 100-Office space cost @ \$1600 per month x 12  <b>TOTAL SPACE COST</b>	\$19,200  <b>\$19,200</b>	  <b>\$19,200</b>
540	<b><u>550 GENERAL SUPPLIES</u></b> 100-Office supply cost @ \$50 per month x 12  <b>TOTAL GENERAL SUPPLY COSTS</b>	\$600  <b>\$600</b>	  <b>\$600</b>
580	<b><u>580 COMMUNICATIONS COSTS:</u></b>  100 - Phone and Fax \$1,985 100 - Phone and Fax \$700 600 - I.T. costs for Division Dir \$3,600 600 - I.T. costs for Head Start / Early Head Start/PAT staff \$10,000  <b>TOTAL COMMUNICATION COSTS</b>	  \$1,985 \$700 \$3,600 \$10,000  <b>\$16,285</b>	      <b>\$16,285</b>
	Direct Cost of Component	\$175,809	
	Administrative Costs of Component @ 18%	<u>\$31,646</u>	
	<b>Total Cost of Component</b>	<b>\$207,455</b>	

## CSBG - FY 2022 - CHILD DEVELOPMENT DIVISION

<b>BUDGET SUPPORT SHEET</b> (Budget Support Data)		
<b>NAME OF APPLICANT AGENCY:</b> RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	<b>TYPE OF GRANT:</b> <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	<b>DATE SUBMITTED:</b>  <b>Nov-20</b>

**BUDGET SUPPORT DATA** (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

**Component 2 - CHILD DEVELOPMENT CENTER**

510	<b><u>PERSONNEL:</u></b> 100 - Center Manager annual salary (33%) \$24,595 100 - Preschool Teacher (100%) \$35,393 100 - Associate Administrator/FA (50%) \$24,398 100 - Toddler Teacher (100%) \$37,199 <i>Subtotal Personnel</i> \$121,585  500 - Fringe ( x 31%) \$37,691  <b>TOTAL COST OF PERSONNEL</b> <b>\$159,276</b>			
520	<b><u>520 CONTRACTUAL COSTS</u></b>  100 - Janitorial Contract @ \$2,702.25/mo. for 12 months \$33,400 100 - Security System Contract @ \$36.75/mo. for 12 months \$0 100 CDC Parking Lease \$200.00/mo x 12 months \$0 <b>TOTAL CONTRACTUAL COSTS</b> <b>\$33,400</b>			
	Direct Cost of Component \$192,676 Administrative Cost @ 18% <u>\$34,682</u> <b>Total cost of Component</b> <b>\$227,358</b>			

# Outcome Measures - Child Development Division

## Head Start/Early Head Start

Submitted by Tina Carpenter, Head Start Director

FY 2022 - 10/1/21 to 9/30/22

### CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

### Family National Performance Indicator # 2a

Education and Cognitive Development: Children (0-5) demonstrate improved emergent literacy skills

### Family National Performance Indicator # 2b

Education and Cognitive Development: Children (0-5) demonstrate skills for school readiness

### Family National Performance Indicator # 2c.1

Education and Cognitive Development: Children (0-5) demonstrate improved positive approaches toward learning, including improved attention skills

### Family National Performance Indicator # 2d.1

Education and Cognitive Development: Children (0-5) achieve at basic grade level (academic, social, and other school success skills)

### RurAL CAP Head Start Goal # 1

Children gain competency in achieving key school readiness goals

### RurAL CAP Strategic Plan Dimension

Education

### Outcome Statement #1

Four year old Head Start children will demonstrate school readiness skills.

### Performance Target #1

Out of 251 four year old children enrolled in Head Start, 215 will demonstrate school readiness according to the GOLD assessment by the end of the program year (85%).

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>HS children</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	End of November <b>Quarter 1</b> CSBG 3	End of February <b>Quarter 2</b> CSBG 4	End of May <b>Quarter 3</b> CSBG 1	End of August <b>Quarter 4</b> CSBG 2	<b>TOTAL</b>
1.1 Four year old child enroll in Head Start. Center based services begin.	Enrollment reports. Attendance Reports	<b>251</b>	Recruit and enroll children. Use curriculums to provide planned, individualized and intentional learning opportunities in all domains of development.					
1.2 Head Start child complete baseline child assessment.	Child assessment forms/reports	<b>251</b>	Teachers/Home Visitors complete assessment, share with parents.					
1.3 Head Start child complete second child assessment.	Child assessment forms/reports	<b>251</b>	Teachers/Home Visitors complete assessment, share with parents.					
1.4 Head Start child complete third child assessment.	Child assessment form/reports	<b>251</b>	Teachers/Home Visitors complete assessment, share with parents.					

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Page 1 of 20

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>HS children</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	End of November <b>Quarter 1</b> CSBG 3	End of February <b>Quarter 2</b> CSBG 4	End of May <b>Quarter 3</b> CSBG 1	End of August <b>Quarter 4</b> CSBG 2	<b>TOTAL</b>
1.5 Four year old children will demonstrate school readiness according to GOLD assessment in the following areas:								
<b>Social &amp; Emotional Development:</b> <ul style="list-style-type: none"> <li>Follow limits and expectations</li> </ul>	GOLD Assessment (Objective 1b)	<b>215</b>	Child assessment reports are produced					
<ul style="list-style-type: none"> <li>Participates cooperatively and constructively in group situations- Balances the needs and rights of self and others</li> </ul>	GOLD Assessment (Objective 3a)	<b>215</b>	Child assessment reports are produced					
<b>Physical Development</b> <ul style="list-style-type: none"> <li>Demonstrates gross-motor manipulative skills</li> </ul>	GOLD Assessment (Objective 6)	<b>215</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Demonstrates fine-motor strength and coordination- Uses hands and fingers</li> </ul>	GOLD Assessment (Objective 7a)	<b>215</b>	Child assessment reports are produced					
<b>Language Development</b> <ul style="list-style-type: none"> <li>Listens to and understand increasingly complex language- Comprehends language</li> </ul>	GOLD Assessment (Objective 8a)	<b>215</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Uses language to express thoughts and needs- Uses an expanding expressive vocabulary</li> </ul>	GOLD Assessment (Objective 9a)	<b>215</b>	Child assessment reports are produced.					
<b>Cognitive Development</b> <ul style="list-style-type: none"> <li>Demonstrates positive approaches to learning- Attends and engages</li> </ul>	GOLD Assessment (Objective 11a)	<b>215</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Uses classification skills</li> </ul>	GOLD Assessment (Objective 13)	<b>215</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Uses symbols &amp; images to represent something not present- Thinks symbolically</li> </ul>	GOLD Assessment (Objective 14 a)	<b>215</b>	Child assessment reports are produced.					
<b>Literacy Development</b> <ul style="list-style-type: none"> <li>Demonstrates phonological awareness- Notices and discriminates rhyme</li> </ul>	GOLD Assessment (Objective 15a)	<b>215</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Demonstrates knowledge of the alphabet-Identifies and names letters</li> </ul>	GOLD Assessment (Objective 16a)	<b>215</b>	Child assessment reports are produced.					

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Page 2 of 20

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>HS children</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	End of November <b>Quarter 1</b> CSBG 3	End of February <b>Quarter 2</b> CSBG 4	End of May <b>Quarter 3</b> CSBG 1	End of August <b>Quarter 4</b> CSBG 2	<b>TOTAL</b>
<ul style="list-style-type: none"> <li>Demonstrates emergent writing skills- writes name</li> </ul>	GOLD Assessment (Objective 19a)	<b>215</b>	Child assessment reports are produced.					
<b>Mathematics Development</b> <ul style="list-style-type: none"> <li>Uses numbers and operations- Counts</li> </ul>	GOLD Assessment (Objective 20a)	<b>215</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Compares and measures</li> </ul>	GOLD Assessment (Objective 22)	<b>215</b>	Child assessment reports are produced.					

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Page 3 of 20



# Outcome Measures - Child Development Division

## Head Start/Early Head Start

Submitted by Tina Carpenter, Head Start Director

FY 2022 - 10/1/21 to 9/30/22

### CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

### Family National Performance Indicator # 2a

Education and Cognitive Development: Children (0-5) demonstrate improved emergent literacy skills

### Family National Performance Indicator # 2b

Education and Cognitive Development: Children (0-5) demonstrate skills for school readiness

### Family National Performance Indicator # 2c.1

Education and Cognitive Development: Children (0-5) demonstrate improved positive approaches toward learning, including improved attention skills

### Family National Performance Indicator # 2d.1

Education and Cognitive Development: Children (0-5) achieve at basic grade level(academic, social, and other school success skills)

### RurAL CAP Head Start Goal # 1

Children gain competency in achieving key school readiness goals

### RurAL CAP Strategic Plan Dimension

Education

### Outcome Statement #2

All three year old children will reach or exceed age appropriate levels of development (School Readiness)

### Performance Target#1

Out of 164 three year old children enrolled in Head Start, 135 will display widely held expectations according to the GOLD assessment by the end of the program year.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>HS children</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	End of November <b>Quarter 1</b> CSBG 3	End of February <b>Quarter 2</b> CSBG 4	End of May <b>Quarter 3</b> CSBG 1	End of August <b>Quarter 4</b> CSBG 2	<b>Total</b>
2.1 Three year old children enroll in Head Start. Center-based or home-based services begin.	Enrollment reports. Attendance reports	<b>164</b>	Recruit and enroll children. Use curriculums to provide planned, individualized and intentional learning opportunities in all domains of development.					
2.2 Head Start child complete a Fall child assessment.	GOLD Assessment	<b>164</b>	Teachers/Home Visitors complete assessment, share with parents.					
2.3 Head Start child complete a Winter child assessment.	GOLD Assessment	<b>164</b>	Teachers/Home Visitors complete assessment, share with parents.					
2.4 Head Start child complete a year end child assessment.	GOLD Assessment	<b>164</b>	Teachers/Home Visitors complete assessment, share with parents.					

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Page 4 of 20

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>HS children</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	End of November <b>Quarter 1</b> CSBG 3	End of February <b>Quarter 2</b> CSBG 4	End of May <b>Quarter 3</b> CSBG 1	End of August <b>Quarter 4</b> CSBG 2	<b>Total</b>
2.5 Three year old children display widely held expectations according to the GOLD assessment in the following areas								
<b>Social &amp; Emotional Development:</b> <ul style="list-style-type: none"> <li>Follow limits and expectations</li> </ul>	GOLD Assessment (Objective 1b)	<b>135</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Participates cooperatively and constructively in group situations- Balances the needs and rights of self and others</li> </ul>	GOLD Assessment (Objective 3a)	<b>135</b>	Child assessment reports are produced.					
<b>Physical Development</b> <ul style="list-style-type: none"> <li>Demonstrates gross-motor manipulative skills</li> </ul>	GOLD Assessment (Objective 6)	<b>135</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Demonstrates fine-motor strength and coordination- Uses hand and fingers</li> </ul>	GOLD Assessment (Objective 7a)	<b>135</b>	Child assessment reports are produced.					
<b>Language Development</b> <ul style="list-style-type: none"> <li>Listens to and understands increasingly complex language- Comprehends language</li> </ul>	GOLD Assessment (Objective 8a)	<b>135</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Uses language to express thoughts and needs-Uses an expanding expressive vocabulary</li> </ul>	GOLD Assessment (Objective 9a)	<b>135</b>	Child assessment reports are produced.					
<b>Cognitive Development</b> <ul style="list-style-type: none"> <li>Demonstrates positive approaches to learning- Attends and engages</li> </ul>	GOLD Assessment (Objective 11a)	<b>135</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Uses classification skills</li> </ul>	GOLD Assessment (Objective 13)	<b>135</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Uses symbols &amp; images to represent something not present- Thinks symbolically</li> </ul>	GOLD Assessment (Objective 14a)	<b>135</b>	Child assessment reports are produced.					

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Page 5 of 20

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>HS children</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	End of November <b>Quarter 1</b> CSBG 3	End of February <b>Quarter 2</b> CSBG 4	End of May <b>Quarter 3</b> CSBG 1	End of August <b>Quarter 4</b> CSBG 2	<b>Total</b>
<b>Literacy Development</b> <ul style="list-style-type: none"> <li>Demonstrates phonological awareness- Notices and discriminates rhyme</li> </ul>	GOLD Assessment (Objective 15a)	<b>135</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Demonstrates knowledge of the alphabet- Identifies and names letters</li> </ul>	GOLD Assessment (Objective 16a)	<b>135</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Demonstrates emergent writing skills- Writes name</li> </ul>	GOLD Assessment (Objective 19a)	<b>135</b>	Child assessment reports are produced.					
<b>Mathematics Development</b> <ul style="list-style-type: none"> <li>Uses number concepts and operations - Counts</li> </ul>	GOLD Assessment (Objective 20a)	<b>135</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Compares and measures</li> </ul>	GOLD Assessment (Objective 22)	<b>135</b>	Child assessment reports are produced.					

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## Outcome Measures - Child Development Division

### Head Start/Early Head Start

*Submitted by Tina Carpenter, Head Start Director*

*FY 2022 - 10/1/21 to 9/30/22*

#### CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

#### Family National Performance Indicator # 2a

Education and Cognitive Development: Children (0-5) demonstrate improved emergent literacy skills

#### Family National Performance Indicator # 2b

Education and Cognitive Development: Children (0-5) demonstrate skills for school readiness

#### Family National Performance Indicator # 2c.1

Education and Cognitive Development: Children (0-5) demonstrate improved positive approaches toward learning, including improved attention skills

#### Family National Performance Indicator # 2d.1

Education and Cognitive Development: Children (0-5) achieve at basic grade level(academic, social, and other school success skills)

#### RurAL CAP Head Start Goal # 2

Promote school readiness through comprehensive child development services

#### RurAL CAP Strategic Plan Dimension

Education

#### Outcome Statement #3

All Early Head Start children will reach or exceed age appropriate levels of development (School Readiness)

#### Performance Target #1

Out of 144 Early Head Start Children, 120 will display widely held expectations according to the GOLD assessment by the end of the program year.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>EHS children</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	End of November <b>Quarter 1</b> CSBG 3	End of February <b>Quarter 2</b> CSBG 4	End of May <b>Quarter 3</b> CSBG 1	End of August <b>Quarter 4</b> CSBG 2	<b>Total</b>
2.1 Children enroll in Early Head Start and receive home visits.	Enrollment data. Weekly Attendance Sheets. Home Visit Plans.	<b>144</b>	Staff conducts recruitment activities to enroll Early Head Start children.					
2.2 EHS children participate in completing a Fall Child Development Assessment.	GOLD Assessment	<b>144</b>	Home Visitors complete assessments, share with parents.					
2.3 Early Head Start children participate in a Winter assessment	GOLD Assessment	<b>144</b>	Home Visitors complete assessments, share with parents.					
2.4 Early Head Start children participate in a year end assessment.	GOLD Assessment	<b>144</b>	Home Visitors complete assessments, share with parents.					

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<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>EHS children</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	End of November <b>Quarter 1</b> CSBG 3	End of February <b>Quarter 2</b> CSBG 4	End of May <b>Quarter 3</b> CSBG 1	End of August <b>Quarter 4</b> CSBG 2	<b>Total</b>
2.5 Early Head Start children will display widely held expectations according to the GOLD assessment in the following areas								
<b>Social &amp; Emotional Development:</b> <ul style="list-style-type: none"> <li>Manages feelings</li> </ul>	GOLD Assessment (Objective 1a)	<b>120</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Follows limits and expectations</li> </ul>	GOLD Assessment (Objective 1b)	<b>120</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Responds to emotional cues</li> </ul>	GOLD Assessment (Objective 2b)	<b>120</b>	Child assessment reports are produced.					
<b>Physical Development</b> <ul style="list-style-type: none"> <li>Demonstrates gross-motor manipulative skills</li> </ul>	GOLD Assessment (Objective 6)	<b>120</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Uses hand and fingers</li> </ul>	GOLD Assessment (Objective 7a)	<b>120</b>	Child assessment reports are produced.					
<b>Language Development</b> <ul style="list-style-type: none"> <li>Listens to and understands increasingly complex language-Comprehends language</li> </ul>	GOLD Assessment (Objective 8a)	<b>120</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Uses language to express thoughts and needs-Uses an expanding expressive vocabulary</li> </ul>	GOLD Assessment (Objective 9a)	<b>120</b>	Child assessment reports are produced.					
<b>Cognitive Development</b> <ul style="list-style-type: none"> <li>Attends and engages</li> </ul>	GOLD Assessment (Objective 11a)	<b>120</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Persists</li> </ul>	GOLD Assessment (Objective 11b)	<b>120</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Solves problems</li> </ul>	GOLD Assessment (Objective 11c)	<b>120</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Shows curiosity and motivation</li> </ul>	GOLD Assessment (Objective 11d)	<b>120</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Recognizes and recalls</li> </ul>	GOLD Assessment (Objective 12a)	<b>120</b>	Child assessment reports are produced.					
<ul style="list-style-type: none"> <li>Makes connections</li> </ul>	GOLD Assessment (Objective 12b)	<b>120</b>	Child assessment reports are produced.					
<b>Literacy Development</b> <ul style="list-style-type: none"> <li>Notices and discriminates rhyme</li> </ul>	GOLD Assessment (Objective 15a)	<b>120</b>	Child assessment reports are produced.					

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<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>EHS children</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	End of November <b>Quarter 1</b> CSBG 3	End of February <b>Quarter 2</b> CSBG 4	End of May <b>Quarter 3</b> CSBG 1	End of August <b>Quarter 4</b> CSBG 2	<b>Total</b>
• Uses and appreciates books	GOLD Assessment (Objective 17a)	<b>120</b>	Child assessment reports are produced.					
• Writes name	GOLD Assessment (Objective 19a)	<b>120</b>	Child assessment reports are produced.					
<b>Mathematics Development</b>	GOLD Assessment (Objective 20a)	<b>120</b>	Child assessment reports are produced.					
• Counts								
• Compares and measures	GOLD Assessment (Objective 22)	<b>120</b>	Child assessment reports are produced.					

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## Outcome Measures - Child Development Division

### Head Start/Early Head Start

*Submitted by Tina Carpenter, Head Start Director*

*FY 2022 - 10/1/21 to 9/30/22*

**CSBG National Goal # 6**

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

**Family National Performance Indicator #5b**

Health and Social/Behavioral Development: individuals demonstrate improved physical health and well-being.

**RurAL CAP Head Start Goal # 3**

Children are healthy

**RurAL CAP Strategic Plan Dimension**

Health

**Outcome Statement #4**

Children (enrolled for 90 days or more) who have a failed dental exam, will begin treatment

**Performance Target #1**

85% of children who have a failed dental exam will begin treatment.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>HS/EHS children</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	End of November <b>Quarter 1</b> CSBG 3	End of February <b>Quarter 2</b> CSBG 4	End of May <b>Quarter 3</b> CSBG 1	End of August <b>Quarter 4</b> CSBG 2	<b>Total</b>
5.1 Head Start/Early Head Start children participate in required dental exams.	Dental records from providers & Child Plus Live Report	<b>445</b>	Staff assist parent in making appointments with a dental provider					
5.2 Head Start/Early Head Start children have dental concerns identified	Dental records from providers & Child Plus Live Report	<b>150</b>	Staff conduct review of dental records.					
5.3 Head Start/Early Head Start children begin dental treatment.	Dental records from providers & Child Plus Live Report	<b>120</b>	Staff tracks follow-up and support parents making and keeping appointments and treatment regimes.					

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## Outcome Measures - Child Development Division

### Head Start/Early Head Start

*Submitted by Tina Carpenter, Head Start Director*

*FY 21 - 10/1/21 to 9/30/22*

**CSBG National Goal # 6**

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

**Family National Performance Indicator #5b**

Health and Social/Behavioral Development: individuals demonstrate improved physical health and well-being.

**RurAL CAP Head Start Goal # 3**

Children are healthy

**RurAL CAP Strategic Plan Dimension**

Health

**Outcome Statement #5**

Incidence of children diagnosed with anemia will decrease

**Performance Target #1**

Less than 35% of EHS children will be diagnosed with anemia.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>HS/EHS children</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	End of November <b>Quarter 1</b> CSBG 3	End of February <b>Quarter 2</b> CSBG 4	End of May <b>Quarter 3</b> CSBG 1	End of August <b>Quarter 4</b> CSBG 2	<b>Total</b>
6.1 Early Head Start children participate in required 12 mo. Hemoglobin exams when age appropriate.	WCC Exams and provider documents.	<b>100</b>	Staff will assists parents in making WCC appointments					
6.2 Early Head Start children diagnosed with anemia.	WCC Exams and Provider Documents	<b>&lt; 35</b>	Staff will review WCC and other health provider documents.					

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## Outcome Measures - Child Development Division

### Head Start/Early Head Start

*Submitted by Tina Carpenter, Head Start Director*

*FY 2022 - 10/1/21 to 9/30/22*

**CSBG National Goal # 6**

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

**Family National Performance Indicator #5b**

Health and Social/Behavioral Development: individuals demonstrate improved physical health and well-being.

**RurAL CAP Head Start Goal # 3**

Children are healthy

**RurAL CAP Strategic Plan Dimension**

Health

**Outcome Statement #5**

Incidence of children diagnosed with anemia will decrease

**Performance Target #2**

Less than 12% of Head Start children will be diagnosed with anemia.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>HS/EHS children</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	End of November <b>Quarter 1</b> CSBG 3	End of February <b>Quarter 2</b> CSBG 4	End of May <b>Quarter 3</b> CSBG 1	End of August <b>Quarter 4</b> CSBG 2	<b>Total</b>
7.1 Head Start children will complete a HGB exam as required by their physician.	WCC exams and Provider Documents	<b>415</b>	Staff will assist parents in scheduling WCC exams					
7.2 Head Start children diagnosed with anemia	WCC exams and Provider Documents	<b>&lt; 49</b>	Staff will review WCC and other provider documents					

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## Outcome Measures - Child Development Division

### Head Start/Early Head Start

*Submitted by Tina Carpenter, Head Start Director*

*FY 2022 - 10/1/21 to 9/30/22*

**CSBG National Goal # 6**

Low-income people, especially those populations which are the most vulnerable, achieve their potential by promoting family and other supportive environments.

**Family National Performance Indicator # 5d**

Health and Social/Behavioral Development: Parents/caregivers improve skills related to the adult role of parents/caregivers

**PAT Goal # 1**

**RurAL CAP Strategic Plan**

Improved parenting practices and increased knowledge of early childhood development.  
Education

**Outcome Statement #1**

Parents will improve in their parenting practices through demonstration of positive parenting skills, including nurturing and responsive parenting behaviors and positive discipline techniques.

**Performance Target #1**

Out of 500 families, 375 will report improved parenting practices, including responsive skills related to nurturing and positive discipline.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>HS/EHS children</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	End of November <b>Quarter 1</b> CSBG 3	End of February <b>Quarter 2</b> CSBG 4	End of May <b>Quarter 3</b> CSBG 1	End of August <b>Quarter 4</b> CSBG 2	<b>Total</b>
9.1 Head Start/Early Head Start families enroll their children in Head Start/Early Head Start	Enrollment Forms & Child Plus Report 4002	<b>500</b>	Staff will enroll children in Head Start/Early Head Start					
9.2 Families complete end-of-the-year evaluation data. (Target – 80%)	Parent Survey	<b>400</b>	Staff will encourage families to complete survey					
9.3 Families report improved parenting skills, including skills related to positive discipline and development. (Target – 75%)	Parent Survey	<b>375</b>	Data from surveys is aggregated by Central Office staff.					

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## Outcome Measures - Child Development Division

### Parents as Teachers Program

*Submitted by Lisa Danielson, Parents as Teachers Manager*

*FY 2022 – 10/1/21 to 9/30/22*

#### CSBG National Goal # 6

Low-income people, especially those populations which are the most vulnerable, achieve their potential by promoting family and other supportive environments.

#### Family National Performance Indicator # 5d

Health and Social/Behavioral Development: Parents/caregivers improve skills related to the adult role of parents/caregivers

#### PAT Goal # 1

#### RurAL CAP Strategic Plan

Improved parenting practices and increased knowledge of early childhood development.  
Education

#### Outcome Statement #1

Parents will improve in their parenting practices through demonstration of positive parenting skills, including nurturing and responsive parenting behaviors and positive discipline techniques.

#### Performance Target #1

Out of 100 families, 75 will report improved parenting practices, including responsive skills related to nurturing and positive discipline.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target.	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of participants	<b>Product Steps:</b> What staff member does what to make milestone happen.	<b>End Nov</b> Quarter 1	<b>End Feb</b> Quarter 2	<b>End May</b> Quarter 3	<b>End Aug</b> Quarter 4	<b>Total</b>
1.1 Families participate in the PAT Program.	PAT Enrollment Application	100	Conduct recruitment activities to identify and enroll eligible children.					
1.3 Families complete at least 75% of scheduled home visits. (Target – 80%)	Personal Visit Record Form Weekly Attendance	80	PE schedules home visits on a bi-monthly basis.					
1.4 Families complete end-of-the-year evaluation data. (Target – 80%)	Parenting Reflection™ Parent Satisfaction Survey™	80	PE distributes evaluation forms during final home visits.					
1.5 Families report improved parenting skills, including skills related to positive discipline and development. (Target – 75%)	Parenting Reflection™ Parent Satisfaction Survey™	75	Data from surveys is aggregated by Central Office staff.					

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## Outcome Measures - Child Development Division

### Parents as Teachers Program

*Submitted by Lisa Danielson, Parents as Teachers Manager*

*FY 2022 – 10/1/21 to 9/30/22*

#### CSBG National Goal # 6

Low-income people, especially those populations which are the most vulnerable, achieve their potential by promoting family and other supportive environments.

#### Family National Performance Indicator # 2a

Education and Cognitive Development: Children (0-5) demonstrate improved emergent literacy skills

#### Family National Performance Indicator # 2b

Education and Cognitive Development: Children (0-5) demonstrate skills for school readiness

#### Family National Performance Indicator # 2c.1

Education and Cognitive Development: Children (0-5) demonstrate improved positive approaches toward learning, including improved attention skills

#### Family National Performance Indicator # 2d.1

Education and Cognitive Development: Children (0-5) achieve at basic grade level(academic, social, and other school success skills)

#### PAT Goal # 2

Increased early literacy and school readiness skills among children (0-5 years).

#### RurAL CAP Strategic Plan

Direction 1 - Child Development – Line of Business: Parents as Teachers

#### Outcome Statement #2

Children exiting the PAT program will demonstrate age appropriate levels of development.

#### Performance Target #1

Out of 110 children, 75 will demonstrate age-appropriate skills that are key indicators of school readiness and success.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target.	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected # of participants</b>	<b>Product Steps:</b> What staff member does what to make milestone happen.	<b>End Nov Quarter 1</b>	<b>End Feb Quarter 2</b>	<b>End May Quarter 3</b>	<b>End Aug Quarter 4</b>	<b>Total</b>
2.1 Children enroll or re-enroll in the PAT Program.	PAT Enrollment Application	<b>110</b>	Conduct recruitment activities to identify and enroll eligible children.					
2.2 Children have a comprehensive assessment completed within 90 days of enrollment. (Target – 85%)	Health Record, Hearing Record, Vision Record, ASQ-3™, and ASQ-SE™	<b>100</b>	PE works with parents and children to complete assessments.					
2.5 Children exiting the PAT program have a final ASQ-3™ completed. (Target – 80% of exiting children)	ASQ-3™	<b>80</b>	PE works with parents and children to complete exit ASQ-3™.					
2.6 Children exiting the PAT program score in target range on their exit ASQ-3™ in the following domains: Communication, Gross Motor, Fine Motor, Problem Solving, and	ASQ-3™	<b>75</b>	ASQ-3™ is aggregated by Central Office staff.					

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Personal-Social. (Target – 75% of exiting children)								
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## Outcome Measures - Child Development Division

### Child Development Center

*Submitted by Donna Reisinger, Regional Manager*

*FY 2022 - 10/1/21 to 9/30/22*

#### CSBG National Goal #6

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

#### Family National Performance Indicator # 2a

Education and Cognitive Development: Children (0-5) demonstrate improved emergent literacy skills

#### Family National Performance Indicator # 2b

Education and Cognitive Development: Children (0-5) demonstrate skills for school readiness

#### Family National Performance Indicator # 2c.1

Education and Cognitive Development: Children (0-5) demonstrate improved positive approaches toward learning, including improved attention skills

#### Family National Performance Indicator # 2d.1

Education and Cognitive Development: Children (0-5) achieve at basic grade level(academic, social, and other school success skills)

#### RurAL CAP Strategic Plan

Education

#### Outcome Statement #3

All the children enrolled will have positive age appropriate experiences that contribute to their individual growth and development.

#### Performance Target #1

Of the 24 toddler children enrolled in the Center, 20 will demonstrate progress in Motor, Cognitive, Language, and Social Emotional skill that are based on age appropriate development and individual potential (6.3C).

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>CDC toddlers</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 – 12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1 – 6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
3.1 Enrolled toddlers participate in baseline screening.	Ages & Stages Questionnaire	<b>24</b>	Teachers ensure ASQ is completed by parents after enrollment.					
3.2 Toddlers participate in ongoing assessments.	Child Portfolio, Observation records, Family File	<b>24</b>	Teachers conduct observations and collect work sampling as part of ongoing assessment.					
3.3 Toddlers demonstrate learning gains in the following developmental domains: a. Large motor	Ages & Stages Screening Results	<b>20</b>	Ongoing assessment results are used to measure learning gains.					

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<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>CDC toddlers</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 – 12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1 – 6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
b. Cognitive	Ages & Stages Screening Results	<b>20</b>	Ongoing assessment results are used to measure learning gains.					
c. Language	Ages & Stages Screening Results	<b>20</b>	Ongoing assessment results are used to measure learning gains.					
d. Social Emotional	Ages & Stages Screening Results	<b>20</b>	Ongoing assessment results are used to measure learning gains.					
e. Fine Motor	Ages & Stages Screening Results	<b>20</b>	Ongoing assessment results are used to measure learning gains.					

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# Outcome Measures - Child Development Division

## Child Development Center

*Submitted by Donna Reisinger, Regional Manager*

*FY 2022 - 10/1/21 to 9/30/22*

### CSBG National Goal #6

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

### Family National Performance Indicator # 2a

Education and Cognitive Development: Children (0-5) demonstrate improved emergent literacy skills

### Family National Performance Indicator # 2b

Education and Cognitive Development: Children (0-5) demonstrate skills for school readiness

### Family National Performance Indicator # 2c.1

Education and Cognitive Development: Children (0-5) demonstrate improved positive approaches toward learning, including improved attention skills

### Family National Performance Indicator # 2d.1

Education and Cognitive Development: Children (0-5) achieve at basic grade level(academic, social, and other school success skills)

### RurAL CAP Strategic Plan

Education

### Outcome Statement #3

All children enrolled will participate in age appropriate experiences that contribute to their individual growth and development.

### Performance Target #2

Of the 20 preschool children enrolled in the Child Development Center, 15 pre-kindergarten children will demonstrate proficiency on key indicators of school readiness (6.3D).

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>CDC preschool children.</b>	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 – 12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1 – 6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
4.1 Preschool children are enrolled in program.	Enrollment records	<b>20</b>	Center Manager assists parents in completing enrollment process.					
4.2 Preschool children participate in ongoing assessments.	Child Portfolio, Observation records, Family File	<b>20</b>	Teachers conduct observations and collect work sampling as part of ongoing assessment.					
4.3 Prekindergarten children demonstrate proficiency in key indicators of school readiness. :	Ages & Stages Screening Results	<b>15</b>	Ongoing assessment results are used to measure learning gains.					
a. Large motor								
b. Cognitive	Ages & Stages Screening Results	<b>15</b>	Ongoing assessment results are used to measure learning gains.					
c. Language	Ages & Stages Screening Results	<b>15</b>	Ongoing assessment results are used to measure learning gains.					

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<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>CDC toddlers</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 – 12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1 – 6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
d. Social Emotional	Ages & Stages Screening Results	<b>15</b>	Ongoing assessment results are used to measure learning gains.					
e. Fine Motor	Ages & Stages Screening Results	<b>15</b>	Ongoing assessment results are used to measure learning gains.					

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Page 20 of 20

I. COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						II. (5) GOAL STATUTORY AUTHORITY(S)				Component 1: GENERAL CHILD DEVELOPMENT	
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE CHIEF EXECUTIVE OFFICER <i>(3) Patrick Anderson, CEO</i>		(4) PHONE (Area Code) <i>(907) 279-2511</i>		Period : October 1, 2021 to September 30, 2022					
(5) ADDRESS <i>731 East 8<sup>th</sup> Avenue</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>							
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion	
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>						
<u>National CSBG Goal #2:</u>  The Conditions in Which Low-Income People Live Are Improved.  <u>National CSBG Goal #5:</u>  Agencies increase their capacity to achieve results.  <u>National CSBG Goal #6:</u>  Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Promoting Family and Other Supportive Environments.	<b>COMPONENT 1 : GENERAL CHILD DEVELOPMENT DIVISION</b>  A. Provide salaries for the Child Development Division Director and Division Data Support staff  B. CD Division Director to CDPC Meetings, Board Meetings, and annual conference  C. Support Head Start, PAT and CDC Programs: 1. Recruit/enroll families 2. Conduct Home Visits 3. Provide Classroom services  D. Support Child Development Division activities.	X	X	X	X	1. CAP Conference 2. Head Start Conference 3. PAT Alaska Office 4. PAT National Center	\$ 207,455	12	\$1,000,000 – Federal Head Start  \$1,000,000 – State Head Start	Ongoing	
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL	\$ 207,455		\$2,000,000		
(14) THIS APPLICATION HAS BEEN (check “a” or “b” as appropriate): a. (X) Approved by the applicant’s governing board.      b. ( ) Reviewed by the applicant’s administering board and approved by its governing officials.											
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD		SIGNATURE:					DATE	DATE OF BOARD APPROVAL:			
Rural CAP Board President, Joe Williams											

IV. COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						V. (5) GOAL STATUTORY AUTHORITY(S)					Component 2: CHILD DEVELOPMENT CENTER		
(2) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(6) NAME/TITLE CHIEF EXECUTIVE OFFICER <i>Patrick Anderson, CEO</i>			(7) PHONE (Area Code) <i>(907) 279-2511</i>		Period : October 1, 2021 to September 30, 2022						
(8) ADDRESS <i>731 East 8<sup>th</sup> Avenue</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		VI. ZIP CODE <i>99501</i>							
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS		(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL		(8) TIME TABLE PROGRAM YEAR QUARTER		(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED		(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion		
				1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>						
<u>National CSBG Goal #1:</u>  Low-Income people become more self-sufficient.  <u>National CSBG Goal #6:</u>  Low-Income People, especially those populations which are the most vulnerable, achieve their potential by promoting family and other supportive environments.  <u>RurAL CAP Goal:</u>  To enhance the education, social, physical, mental, and spiritual well-being and quality of life or rural Alaskan children and families.		<b>COMPONENT 2: CHILD DEVELOPMENT CENTER</b>  A. Provide salaries for the Center Manager, Associate Administrator/Family Advocate and two Teachers B. Renew Municipality of Anchorage Child Care License. C. Maintain enrollment of 64 children annually D. Recruit and train a stable, qualified teaching staff. E. Maintain collaborative relationships with other service agencies in Anchorage including Infant Learning and Special Education programs. F. Support Child Development Center activities.		X	X	X	X	1. Municipality of Anchorage 2. Thread- Child Care Resource & Referral 3. National Association for the Education of Young Children 4. Program for Infants and Children 5. Anchorage School District 6. UAA's Early Childhood AA & BA programs 7. Denali Family Services	\$ 227,358	12	\$200,000 Parent Fees	On-going	
				<b>TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)</b>				<b>\$ 227,358</b>		<b>\$2,000,000</b>			
						<b>GRAND TOTAL</b>				<b>\$ 434,812</b>		<b>\$2,200,000</b>	
<b>(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate):</b> <b>a. (X) Approved by the applicant's governing board.</b> <b>b. ( ) Reviewed by the applicant's administering board and approved by its governing officials.</b>													
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD				SIGNATURE:				DATE:		DATE OF BOARD APPROVAL:			
RurAL CAP Board President, Joe Williams													

*Community Services Block Grant FY 2022 Proposal*

# **Community Development Division**

## **NARRATIVE**

### **SUMMARY OF COMPONENTS**

**I. AmeriCorps Programs Component** – Provides funds to support the Resilient Alaska Youth (RAY) AmeriCorps Program administered by RurAL CAP in partnership with the U.S. Corporation for National and Community Service and Serve Alaska, State of Alaska, Department of Commerce, Community and Economic Development. This national service program trains and places twenty AmeriCorps Members from remote, rural Alaskan communities into full-time positions that support positive, youth development, while reducing the risk of substance abuse and suicide. Their work provides hundreds of youth with opportunities to receive training, develop skills, make meaningful connections with adults and peers, engage in volunteer service to others, and participate in subsistence and cultural activities.

Through comprehensive training and specialized support, the RAY program also increases the professional development and job readiness skills of the primarily low-income, AmeriCorps member participants. AmeriCorps members receive a monthly living allowance, health benefits, and an education award of over \$6,000 after completing their service that can be used for technical school, college, to pay back an existing student loan, or to gift to a child or grandchild. Many use the experience as a stepping stone to regular employment and achieving their educational goals.

The RAY program is accomplished through partnerships with statewide and regional service providers, tribal and city councils, schools and other community-based organizations. The CSBG funds invested in the program leverages almost eight times its value in additional funding partnerships, and expands the AmeriCorps opportunity and RurAL CAP's services to some of the most remote and underserved communities in the nation.

**II. Community Development Component** – Supports staffing to explore, plan, fund and implement new Community Development initiatives addressing poverty in Alaska – while providing oversight and continuous improvement of existing services within the Community Development Division. The CSBG funding expands the division's capacity to respond to growth opportunities, develop strategic partnerships, and deliver programs that meet performance measures and comply with funder regulations. This funding may also be used to provide direct, program services supporting the goals of the division.

The Community Development Division's services include promoting positive youth development, coordinating professional development and skill-building training events, engaging community members in volunteer/national service opportunities, supporting community-based approaches to wellness, promoting tobacco and substance abuse prevention, providing services

for victims of crime, addressing tribal justice priorities and developing tribal courts, delivering training and technical assistance to tribes and other organizations in addressing their priorities, and supporting community economic development.

## **PROGRAM OUTCOME STATEMENT**

The programs and components within the Community Development Division provide a range of services and activities that have a significant and measurable impact on the causes and conditions of poverty in Alaska, particularly in rural communities. The common thread linking these programs is their shared outcome statement:

*To create measurable improvements in the conditions and behaviors of Alaskans, particularly low-income, rural Alaskans, which enhance their wellness, self-sufficiency and quality of life.*

This outcome represents the culmination of the following **CSBG goals**:

- 1) Individuals and families with low incomes are stable and achieve economic security; and
- 2) Communities where people with low incomes live are healthy and offer economic opportunity.

## **NEED FOR SERVICES**

### **Program Customers**

The target population for Community Development programs supported by CSBG includes a wide range of low-income people living in diverse conditions across Alaska. The majority – approximately 75%, of service recipients – are Alaska Native people living in remote rural villages with no road access. These communities experience some of the worst social and economic conditions in the country as measured by rates of income, employment, education, alcohol and drug abuse, domestic violence, accidental death and suicide. The program customers range from children and youth in school settings being served by an Elder Mentor, tribal council administrators learning to apply for and manage grants that alleviate poverty, to an upwardly moving, low-income person such as an AmeriCorps Member who uses the opportunity to gain the skills and education to obtain regular employment and a high degree of self-sufficiency and community involvement.

### **Program Products**

The products of Community Development programs include increased **education, employment, professional development and job skills; increased school readiness and academic engagement; positive youth development with less risk of substance abuse, tobacco use, suicide and delinquency; healthier families; increased housing, social, behavioral and legal supports for victims of domestic violence and sexual assault; and increased access to tribal justice systems.**

Rural Alaskans impacted directly or indirectly from the effects of adverse childhood experiences, substance abuse, or families/communities in distress are challenged from experiencing their full social and economic potential. Effective and culturally-relevant services supporting individual wellbeing and skill development, in addition to organizational and community capacity building opens up pathways to self-sufficiency and a better quality of life.

With a commitment to gathering and documenting measurable results in building self-sufficiency and improving the conditions, knowledge and behaviors of low-income people and the providers serving them, the Community Development Division has applied an outcome management model to evaluate its effectiveness. This model incorporates customer performance targets, milestones and verification indicators to evaluate not just program objectives and activities, but rather to measure the outcomes or results of those activities on moving low-income people out of poverty and into increased involvement in their communities and self-sufficiency in their lives.

### **OUTCOME MANAGEMENT MODEL**

The outcome management models for the Community Development Division are included in the NPI outcomes section for the agency. Please note that the methods for collecting performance indicators, targets and outcomes may change due to the fluctuations of national and local COVID-19 mandates.

These pages complete the narrative section of this CSBG work plan for the following components:

**AmeriCorps Programs Component**  
**Community Development Component**

<u>Budget Summary FY 2022</u> Community Services Block		Rural Alaska Community Action Program, Inc.		<u>Component: COMMUNITY DEVELOPMENT DIVISION</u>	
GRANT NUMBER:	Grant FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)		ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):
	Beginning Date	Ending Date	Public Law 97-35		
	October 1, 2021	December 31, 2022	Section 675 ©, (A), (B) (vi), (vii), (D), (E)		

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	( I ) CSBG Approved Budget for the Current Funding Period No. months of operation:		( II ) Requested Amendment to Current CSBG Approved Budget ( + or - )		( III ) TOTAL REQUESTED BUDGET No. months of operation: <u>12</u>		( IV ) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		( 1 )	( 2 )	( 1 )	( 2 )	( 1 )	( 2 )	( 1 )	( 2 )
10	PERSONNEL	\$209,427		\$0		\$209,427			
20	CONTRACTUAL	\$0		\$0		\$0			
30	TRAVEL	\$0		\$0		\$0			
40	BUILDING SPACE	\$5,749		\$0		\$5,749			
50	GENERAL SUPPLY	\$122		\$0		\$122			
60	PROGRAM SUPPLY	\$0		\$0		\$0			
70	EQUIPMENT	\$0		\$0		\$0			
80	COMMUNICATION	\$2,599		\$0		\$2,599			
90	OTHER	\$1,000		\$0		\$1,000			
	TOTAL DIRECT	\$218,897		-		\$218,897			
	ADMINISTRATIVE COSTS	\$39,401		-		\$39,401			
	<b>TOTAL</b>	<b><u>\$258,298</u></b>		<b><u>-</u></b>		<b><u>\$258,298</u></b>			

## Community Development Division Component Summary

<b>Cost Cat. No.</b>	<b>Cost Category</b>	<b>Component I AmeriCorps Program</b>	<b>Component II Community Development</b>	<b>TOTAL</b>
10	Personnel	\$70,761	\$138,666	<b>\$209,427</b>
20	Contractual	\$0	\$0	<b>\$0</b>
30	Travel	\$0	\$0	<b>\$0</b>
40	Building Space	\$0	\$5,749	<b>\$5,749</b>
50	General Supplies	\$0	\$122	<b>\$122</b>
60	Program Supplies	\$0	\$0	<b>\$0</b>
70	Equipment	\$0	\$0	<b>\$0</b>
80	Communications	\$0	\$2,599	<b>\$2,599</b>
90	Other	\$0	\$1,000	<b>\$1,000</b>
	<b>Direct Costs</b>	\$70,761	\$148,136	<b>\$218,897</b>
	<b>Administrative Costs @ 18%</b>	\$12,737	\$26,664	<b>\$39,401</b>
	<b>TOTAL COSTS</b>	<b>\$83,498</b>	<b>\$174,800</b>	<b>\$258,298</b>



**CSBG - FY 2022 - COMMUNITY DEVELOPMENT DIVISION**

<b>BUDGET SUPPORT SHEET (Budget Support Data)</b>		
<b>NAME OF APPLICANT AGENCY:</b> RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501		<b>TYPE OF GRANT:</b> <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #
		<b>DATE SUBMITTED:</b>  Nov-20

**BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)**

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

**Component 1: AMERICORPS PROGRAMS**

510	<b><u>PERSONNEL COSTS:</u></b> 700 - Living Allowance match for 15 AmeriCorps Members (\$1,754.76/mo. x 12 mo. x 21 ACMs x 13.274% FTE x = \$58,698) 900 - FICA for 13.5 ACMs, based on 85% hours served (7.65 % x living allowance) (\$58,698 x 6.7616% = \$3,969) 900 - Workers' Comp. for 13.5 ACMs, based on 80% hours served (1.80 % x living allowance) (\$58,698 x 1.85% = \$1,086) 900 - Health Insurance for 6 ACMs (\$3,600 yr. x 6 ACMs x 32.444% = \$7,008)  <b>TOTAL COST OF PERSONNEL</b>	\$58,698  \$3,969  \$1,086  \$7,008  <b>\$70,761</b>	        <b>\$70,761</b>
	Direct Cost of Component		\$70,761
	Administrative Costs of Component @ 18%		<u>\$12,737</u>
	<b>Total Cost of Component I</b>		<b>\$83,498</b>

**Component II: COMMUNITY DEVELOPMENT**

510	<b><u>PERSONNEL COSTS:</u></b> 100 - Community Development Division Director annual salary (76% of \$139,069)   <div style="text-align: right;"><i>Subtotal Personnel</i></div> 500 - Employee Fringe (\$105,852 x 31%)  <b>TOTAL COST OF PERSONNEL</b>	\$105,852   <i>\$105,852</i> \$32,814  <b>\$138,666</b>	      <b>\$138,666</b>
540	<b><u>SPACE COSTS:</u></b>  100 - Space for 1.00 offices (\$630.34/mo .x 12 months x .76)  <b>TOTAL COST OF SPACE</b>	  \$5,749  <b>\$5,749</b>	  <b>\$5,749</b>
550	<b><u>GENERAL SUPPLY COSTS:</u></b>		

**CSBG - FY 2022 - COMMUNITY DEVELOPMENT DIVISION**

<b>BUDGET SUPPORT SHEET</b> (Budget Support Data)		
<b>NAME OF APPLICANT AGENCY:</b> RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	<b>TYPE OF GRANT:</b> <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	<b>DATE SUBMITTED:</b>  <p align="center"><b>Nov-20</b></p>

**BUDGET SUPPORT DATA** (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	100 - Office supplies	\$122	
	<b>TOTAL COST OF GENERAL SUPPLIES</b>	<b>\$122</b>	<b>\$122</b>
580	<b><u>COMMUNICATION COSTS:</u></b>		
	600 - IT costs for .76 staff (\$285/mo. x 12 mo. x .76)	\$2,599	
	<b>TOTAL COST OF COMMUNICATIONS</b>	<b>\$2,599</b>	<b>\$2,599</b>
590	<b><u>OTHER COSTS:</u></b>		
	700 - Fees, Tuitions and Memberships	\$1,000	
	<b>TOTAL COST OF OTHER</b>	<b>\$1,000</b>	<b>\$1,000</b>
	<b>Direct Cost of Component</b>	\$148,136	
	<b>Administrative Costs of Component @ 18%</b>	<u>\$26,664</u>	
	<b>TOTAL COST OF COMPONENT II</b>	<b>\$174,800</b>	

## Outcome Measures - Community Development Division

### Component II – All Community Development Division Programs

*Submitted by Catherine Clements, Community Development Division Director*

*FY 2022 – 10/1/21 to 9/30/22*

**CSBG Module 2, Section B**  
**NPI Module 2, B.3.**  
**RurAL CAP Strategic Plan**  
**Outcome Statement #1**

CSBG Eligible Entity Capacity Building  
 Volunteer Hours of Agency Capacity Building  
 Capacity Building

Staff, service members and program partners will mobilize community members to participate and/or volunteer their time to improve individual or community conditions.

**Performance Target #1**

300 community members will volunteer to support an activity organized through a Community Development Division Program (2.3 A and 2.3 B). Of these volunteers, 225 will be low-income volunteers (3.1 A).

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target <b>for community members supported by Community Development Division programs.</b>	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 - 12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1 – 6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.1 Community members volunteer to support an individual or community improvement activity (2.3 A).	Program activity logs.	<b>300</b>	Staff provide training on community member and volunteer recruitment.					
1.2 Number of hours all volunteers in 1.2 donate (2.3 B).	Program activity logs.	<b>50,000</b>	Staff provide training on documenting volunteer hours.					
1.3 Low-income community members volunteer to support an individual or community improvement activity.	Program activity logs.	<b>225</b>	Staff provide training on community member and volunteer recruitment.					
1.4 Number of hours low-income volunteers in 1.4 donate (3.1 A).	Program activity logs.	<b>50,000</b>	Staff provide training on documenting volunteer hours.					

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no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## Outcome Measures - Community Development Division

### Component I – AmeriCorps and VISTA Programs

*Submitted by Catherine Clements, Community Development Division Director*

*FY 2022 - 10/1/21 to 9/30/22*

**CSBG Module 4, Section A, Goal 1**  
**FNPI 1 b, c and d.**  
**RurAL CAP Strategic Plan**  
**Outcome Statement #1**

Individuals and Families with low incomes are stable and achieve economic security.  
 The number of unemployed adults who obtained and maintained employment  
 Economic Development  
 All AmeriCorps and VISTA members will increase their knowledge, employment skills and economic security.

**Performance Target #1**

Out of 60 RAY and VISTA AmeriCorps applicants, 40 will be enrolled in a service position, 35 will increase their knowledge or skills. 32 will maintain the service position for at least six months, and 30 will complete their position term and earn an education award.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target <b>for AmeriCorps/VISTA Members (ACM).</b>	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 - 12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1 – 6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.1 ACM candidates submit a completed application.	Completed ACM applications submitted to Central Office.	<b>60</b>	Staff distribute applications to all tribal and city councils and health clinics; recipients advertise position locally.	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>
1.2 ACM candidates enroll in service position and complete orientation training.	Interview score sheets, ACM enrollment and training records.	<b>40</b>	Selection Committee selects ACMs, staff train ACMs.	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>
1.3 ACMs gain new knowledge and skills (1.2 A).	In-service training attendance records and evaluation.	<b>35</b>	Staff provide training.	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>
1.4 ACMs receive living allowance payments for six months of service year.	Central Office payroll records.	<b>32</b>	Staff submit completed timesheets to payroll.	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>
1.5 ACMs complete term and earn education award.	AmeriCorps Completion of Service form	<b>30</b>	ACMs complete term of service.	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>	-RAY -VISTA <b>=Total</b>

A box with the following symbol signifies:

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results have not been entered yet

dash (---)

no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## Outcome Measures - Community Development Division

### Component II – Community Development Programs

Submitted by Catherine Clements, Community Development Division Director

FY 2022 - 10/1/21 to 9/30/22

#### CSBG Module 4, Section A, Goal 1

#### FNPI 6 a. 1-3

#### RurAL CAP Strategic Plan

#### Outcome Statement #1

Individuals and Families with low incomes are stable and achieve economic security.

Civic Engagement and Community Involvement Indicators

Capacity Building

Civic engagement and involvement to improve conditions in the community is increased.

#### Performance Target #1

250 Community Development program participants will increase their skills, knowledge and abilities to enable them to work with Community Action to improve conditions in the community.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target.	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 - 12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1 – 6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.1 Program participants engage in activities to increase skills, knowledge and abilities to enable them to work with Community Action to improve conditions in the community.	Project progress reports	<b>300</b>	Staff plan, implement and develop projects that engage community members in improving conditions in the community					
1.2 Program participants demonstrate increased skills, knowledge and abilities to enable them to work with Community Action to improve conditions in the community.	Project evaluation reports	<b>250</b>	Staff evaluate participant knowledge, skills and abilities.					
1.3 Of those in 1.2 above, the number of participants who improved their leadership skills.	Project evaluation reports	<b>100</b>	Staff evaluate participant knowledge, skills and abilities					
1.4 Of those in 1.3 above, the number of participants who improved their social networks.	Project evaluation reports	<b>100</b>	Staff evaluate participant knowledge, skills and abilities					
1.5 Of those in 1.2 above, the number who gained other skills, knowledge and abilities to enhance their ability to engage.	Project evaluation reports	<b>200</b>	Staff evaluate participant knowledge, skills and abilities					

A box with the following symbol signifies:

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results have not been entered yet

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no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## Outcome Measures - Community Development Division

### Component II – Community Development Programs

*Submitted by Catherine Clements, Community Development Division Director*

*FY 2022 - 10/1/21 to 9/30/22*

**CSBG Module 4, Section A, Goal 1**  
**FNPI 5c.**  
**RurAL CAP Strategic Plan**  
**Outcome Statement #1**

Individuals and Families with low incomes are stable and achieve economic security.  
 The number of individuals who demonstrated improved mental and behavioral health and well-being.  
 Health and Well-Being  
 Individuals improve their mental and behavioral health and well-being.

**Performance Target #1**

350 Community Development program participants will increase their mental and behavioral health and well-being.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target.	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 - 12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1 – 6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.1 Program participants engage in activities to increase mental and behavioral health and well-being.	Project progress reports	<b>400</b>	Staff plan, implement and develop projects that increase mental and behavioral health and well-being.					
1.2 Program participants demonstrate increased mental and behavioral health and well-being.	Project evaluation reports	<b>250</b>	Staff evaluate mental and behavioral health and well-being.					

A box with the following symbol signifies:

blank ( )

results have not been entered yet

dash (---)

no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## Outcome Measures - Community Development Division

### Component II – Community Development – Elder Mentor Program (K-12)

*Submitted by Catherine Clements, Community Development Division Director*

*FY 2022 - 10/1/21 to 9/30/22*

**CSBG Module 4, Section A, Goal 1  
FNPI 2c.**

Individuals and Families with low incomes are stable and achieve economic security.  
The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills.

**RurAL CAP Strategic Plan  
Outcome Statement #1**

Education  
Children and youth served by Community Development programs will improve positive approaches towards learning.

**Performance Target #1**

Youth served by an Elder Mentor will increase positive approaches towards learning. Of the 75 youth assigned to an Elder Mentor for individualized, in-depth support, 50 will increase positive approaches towards learning.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Alaskan youth.	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 - 12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1 – 6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.1 Youth served by an Elder Mentor.	Elder Mentor supervisor survey	<b>75</b>	Administer Survey					
1.2 Youth served by an Elder Mentor that increase positive approaches towards learning.	Elder Mentor supervisor survey	<b>50</b>	Administer Survey					

A box with the following symbol signifies:

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results have not been entered yet

dash (---)

no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## Outcome Measures - Community Development Division

### Component III – Community Development – Bay Haven Shelter

*Submitted by Catherine Clements, Community Development Division Director*

*FY 2022 - 10/1/21 to 9/30/22*

**CSBG Module 4, Section A, Goal 1  
FNPI 4z.1**

Individuals and Families with low incomes are stable and achieve economic security  
The number of individuals experiencing domestic violence or sexual assault and their dependents who obtained safe, temporary shelter and victim services.

**RurAL CAP Strategic Plan  
Outcome Statement #1**

Housing  
Individuals served by the Bay Haven Shelter receive safe, temporary shelter and victim services.

**Performance Target #1**

Of the 100 people and their dependents referred to the Bay Haven Domestic Violence and Sexual Assault Shelter in Hooper Bay, AK, 90 will receive safe, temporary shelter and victim services.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target <b>for pre-school children served by the Elder Mentor program.</b>	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 - 12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1 – 6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.1 Clients referred to the Bay Haven Shelter	Shelter referrals and intake records.	<b>100</b>	Respond to referral.					
1.2 Clients receiving safe, temporary shelter and victim services.	Shelter client records.	<b>90</b>	Conduct intake and provide services.					

A box with the following symbol signifies:

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results have not been entered yet

dash (---)

no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time



## Outcome Measures - Community Development Division

### Component II – Community Development Programs

*Submitted by Catherine Clements, Community Development Division Director*

*FY 2019 - 10/1/21 to 9/30/22*

**CSBG Module 3, Section B**  
**CNPI 5z**  
**RurAL CAP Strategic Plan**  
**Outcome Statement #1**

Communities where people with low incomes live are healthy and offer economic opportunity.  
 Other counts of change for health and social/behavioral indicators.  
 Health and Well-Being  
 Youth afterschool enrichment assets or resources will increase.

**Performance Target #1**

20 youth afterschool enrichment assets or resources will be created.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target.	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 - 12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1 – 6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.1 Initiatives which increase youth afterschool enrichment assets or resources will be developed by staff and community partners supported by the Community Development Division.	Project progress reports	<b>35</b>	Staff and community partners plan, implement and develop projects that increase youth afterschool enrichment assets or resources.					
1.2 Youth afterschool enrichment assets or resources will be created.	Project evaluation reports	<b>30</b>	Staff evaluate initiatives that increase youth afterschool enrichment assets or resources.					

A box with the following symbol signifies:

blank ( )

results have not been entered yet

dash (---)

no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## Outcome Measures - Community Development Division

### Component II – Community Development Programs

*Submitted by Catherine Clements, Community Development Division Director*

*FY 2019 - 10/1/21 to 9/30/22*

**CSBG Module 3, Section B**  
**CNPI 5z**  
**RurAL CAP Strategic Plan**  
**Outcome Statement #1**

Communities where people with low incomes live are healthy and offer economic opportunity.  
 Other counts of change for health and social/behavioral indicators.  
 Health and Well-Being  
 Youth afterschool enrichment assets or resources will increase.

**Performance Target #1**

20 youth afterschool enrichment assets or resources will be created.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target.	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 - 12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1 – 6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.1 Initiatives which increase youth afterschool enrichment assets or resources will be developed by staff and community partners supported by the Community Development Division.	Project progress reports	<b>35</b>	Staff and community partners plan, implement and develop projects that increase youth afterschool enrichment assets or resources.					
1.2 Youth afterschool enrichment assets or resources will be created.	Project evaluation reports	<b>30</b>	Staff evaluate initiatives that increase youth afterschool enrichment assets or resources.					

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zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S) Component I AMERICORPS PROGRAMS				
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE CHIEF EXECUTIVE OFFICER <i>(3) Patrick Anderson, CEO</i>		(4) PHONE (Area Code) <i>(907) 279-2511</i>		Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E)  Period: October 1, 2021 to September 30, 2022				
(5) ADDRESS <i>731 East 8<sup>th</sup> Avenue</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>						ZIP CODE <i>99501</i>
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>					
<u>National CSBG Goal #1:</u>  The conditions in which low-income people live are improved.  <u>National CSBG Goal #3:</u>  Low-income people become more self-sufficient.	<u>COMPONENT I – AmeriCorps Programs</u>  1. Establish cooperative relationships with rural councils and other community-based organizations through which AmeriCorps members can be placed. 2. Recruit and select twenty new members. 3. Provide training and orientation to new members and site supervisors. 4. Provide members with AmeriCorps materials and benefits including monthly stipends, health insurance, child care assistance, and education awards. 5. Provide AmeriCorps members with technical support and follow-up training to include: a) Project planning and implementation; b) Engaging youth and volunteers in community wellness activities; and c) Communication skills and conflict resolution. 6. Promote and enhance the AmeriCorps program. 7. Evaluate program effectiveness. 8. Provide operational support for AmeriCorps programs.	X	X	X	X	<ul style="list-style-type: none"> <li>Corporation for National and Community Service</li> <li>Serve Alaska Commission</li> </ul>	\$ 83,498	12	\$ 339,360 Corporation for National and Community Service (CNCS)  \$ 55,449 Program income from partner host organizations  \$ 249,527 State of Alaska, Positive Youth Development	On-Going
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL		\$ -0-	\$ 83,498	\$ 644,336
(14) THIS APPLICATION HAS BEEN (check “a” or “b” as appropriate): a. (X) Approved by the applicant’s governing board.      b. ( ) Reviewed by the applicant’s administering board and approved by its governing officials.										
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD		SIGNATURE:				DATE:		DATE OF BOARD APPROVAL:		
RurAL CAP Board President, Joe Williams										

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S)  Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E)  Period: October 1, 2021 to September 30, 2022					
(2) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(6) NAME/TITLE CHIEF EXECUTIVE OFFICER <i>Patrick Anderson, CEO</i>		(7) PHONE (Area Code) <i>(907) 279-2511</i>							
(8) ADDRESS <i>731 East 8<sup>th</sup> Avenue</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>						ZIP CODE <i>99501</i>	
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS		(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL		(8) TIME TABLE PROGRAM YEAR QUARTER 1 <sup>st</sup>   2 <sup>nd</sup>   3 <sup>rd</sup>   4 <sup>th</sup>		(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED		(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion

<p><u>National CSBG Goal #1:</u></p> <p>Low-income people become more self-sufficient.</p> <p><u>National CSBG Goal #2:</u></p> <p>The conditions in which low-income people live are improved.</p> <p><u>National CSBG Goal #3:</u></p> <p>Low-income people own a stake in their community.</p> <p><u>National CSBG Goal #6:</u></p> <p>Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.</p>	<p><b>COMPONENT II</b> <b>COMMUNITY DEVELOPMENT</b></p> <p>1. Provide support and supervision to Community Development programs and components:</p> <p>a) Conduct program planning</p> <p>b) Recruit, supervise and train staff</p> <p>c) Monitor grants, contracts and budgets</p> <p>d) Oversee program evaluation</p>	X	X	X	X	<ul style="list-style-type: none"><li>• Coordination with rural communities, Native and other nonprofit organizations serving community wellness, youth development and quality of life/economic development priorities.</li><li>• State and Federal government agencies, including CNCS, U.S. Department of Justice, Denali Commission, State of Alaska, Department of Health and Social Services, United Way of Anchorage, Donlin Gold, Seventh Generation Fund.</li></ul>	\$ 174,800	12	<p><b>\$258,003</b> Corp. for National &amp; Community Service – Elder Mentor</p> <p><b>\$19,385</b> Corp. for National &amp; Community Service – VISTA</p> <p><b>\$258,250</b> U.S. DOJ, OJJDP Resource Basket</p> <p><b>\$ 539,723</b> U.S. DOJ, BJA Alaska Tribal Justice</p> <p><b>\$ 200,212</b> U.S. DOJ OVCTSA 19 Bay Haven</p> <p><b>\$ 212,356</b> U.S. DOJ OVCTSA 20 Bay Haven</p> <p><b>\$ 159,961</b> U.S. DOJ OVC 20 Bay Haven</p> <p><b>\$ 189,982</b> U.S. DOJ OVW 20 Bay Haven</p> <p><b>\$261,610</b> Denali Commission, AK Tribal Victim Services</p> <p><b>\$64,109</b> Seventh Generation</p> <p><b>\$124,063</b> SOA, Senior and Disability Services</p>	On-Going
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									<div>\$151,722 SOA, Division of Behavioral Health</div> <div>\$ 393,459 SOA Tobacco Prevention and Control</div> <div>\$ 131,524 SOA, SNAP</div> <div>\$127,203 SOA, Division of Juvenile Justice</div> <div>\$79,144 VISTA Program Income</div> <div>\$26,966 United Way of Anchorage</div> <div>\$10,241 Donlin</div>			
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)					GRAND TOTAL		\$ 83,498 \$ 258,298	\$644,336 \$3,852,249		
<div>(16) THIS APPLICATION HAS BEEN (check “a” or “b” as appropriate):</div> <div>a. (X) Approved by the applicant’s governing board.</div> <div>b. ( ) Reviewed by the applicant’s administering board and approved by its governing officials.</div>												
(17) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD						SIGNATURE:			DATE:		DATE OF BOARD APPROVAL:	
RurAL CAP Board President, Joe Williams												

# **Development and Communications Services**

## **NARRATIVE**

### **SUMMARY OF COMPONENTS**

#### **Fund Development, Partnership Building, Planning, Communications for Education and Information, & Evaluation Activities**

**I. Fund Development and Management.** Funds are used from CSBG to support the fund development and management activities of the Development & Communications Department. The Development & Communications Department is responsible for securing diversified financial support for all RurAL CAP programs and guides the agency's efforts in grant writing, relationship building, and donation management. The department monitors current trends in program funding and opportunities. Development & Communications staff prepare competitive grant applications for all agency programming. Non-CSBG funding sources include local, state and federal grants, private foundation grants, corporate support, and individual donations.

**II. Build and Maintain Relationships with Partners.** CSBG funds are used to support the Development & Communications Department activities related to building and maintaining relationships with funders, partners, donors, and other decision makers including state and federal grantors, corporations, private foundations and individuals. The Development & Communications Department works collaboratively with program teams to develop and distribute public outreach and educational materials.

**III. Education and Information.** CSBG funds are used to develop and produce publications and community outreach materials that increase the public's awareness of the issues facing low-income people including Fact Sheets; Press Releases; Media Advisories; Facility Tours; TV, Radio and Print Media Interviews; Speaking Engagements; Website and Social Media outreach (Facebook, YouTube, Twitter and LinkedIn); Agency Holiday Card; and the Annual Report. Publication and outreach materials provide accurate information to rural constituents while educating partners, stakeholder, and the general public about issues which impact rural and low-income people. RurAL CAP staff are also called upon to provide information to various groups, conferences, lawmakers, and others about our successful experiences in working with rural and other constituents who experience barriers to services.

**IV. Rural Issues/Advocacy.** RurAL CAP Board of Directors and staff will advocate on behalf of rural Alaska and coordinate the efforts of RurAL CAP with other organizations to strengthen the capacity of local organizations to provide information to decision-makers and services to their communities. Rural CAP believes that community involvement is about providing accurate information to develop relationships, skills and understanding among people that increases their ability to change conditions and improve the quality of their lives.

**V. Planning and Evaluation.** Funds are used from CSBG to evaluate the effectiveness and efficiency of agency programs and services with the end goal of improving outcomes for the people served. Evaluation is tied to the agency strategic plan and employs a variety of methods including Lean Management tools and processes, and other tools associated with specific programs and projects.

## **OUTCOME STATEMENT**

Development & Communications staff build agency capacity through sustaining and maintaining the overall financial health of the agency through diverse quality proposals, relationship building with funders and partners, media and marketing, and advocacy, thereby developing the capacity of low-income people and communities to increase local self-determination and self-sufficiency.

## **NEED FOR SERVICES**

### **Customers**

Customers are low-income Alaskans who receive direct services from agency programming.

### **Products**

- Fund development to sustain existing agency programming and increase the financial capacity for new initiatives.
- Partnership development to leverage resources for the delivery of agency programs
- The production and distribution of a variety of advocacy publications, social media (Facebook, Twitter, LinkedIn, YouTube), public service announcements, videos and involvement with media (television and radio) that share information with policy makers, partners, stakeholders, and the general public about the issues impacting rural and low-income people.
- Providing opportunities for low-income Alaskans to participate in and address public policy issues that enhance self-determination and self-sufficiency in their communities.
- Regular maintenance of the partner/donor database and donation management

## **OUTCOME MANAGEMENT MODEL**

The outcome measures of the Development & Communications Services component have been integrated into RurAL CAP's data collection processes using the Lean Management model which includes an assessment of community needs, identification of resources that aligns with the mission, and participation in tracking and evaluating and analyzing results. The outcome management models for the Development and Communications Department are included in the National Performance Indicators format at the end of these plan documents. The CSBG work plan is for the following component:

### **Component 1 – Development & Communications**

- **Fund Development and Management**
- **Build and Maintain Relationships with Partners**
- **Media and Marketing**



- **Planning and Evaluation**

DRAFT

<u>Budget Summary FY 2022</u> Community Services Block		Rural Alaska Community Action Program, Inc.		<u>Component: DEVELOPMENT &amp; COMMUNICATIONS</u>	
GRANT NUMBER:	Grant FUNDING PERIOD FOR WHICH <u>FUNDS ARE REQUESTED</u>		GOAL STATUTORY AUTHORITY (S) Public Law 97-35 Section 675 ©, (A), (B) (vi), (vii), (D), (E)	ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):	
	Beginning Date	Ending Date			
	10/1/2021	12/31/2022			

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	( I ) CSBG Approved Budget for the Current Funding Period No. months of operation:		( II ) Requested Amendment to Current CSBG Approved Budget ( + or - )		( III ) TOTAL REQUESTED BUDGET No. months of operation: <u>12</u>		( IV ) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		( 1 )	( 2 )	( 1 )	( 2 )	( 1 )	( 2 )	( 1 )	( 2 )
10	PERSONNEL	\$325,859		\$0		\$325,859			
20	CONTRACTUAL	\$26,500		\$0		\$26,500			
30	TRAVEL	\$4,790		\$0		\$4,790			
40	BUILDING SPACE	\$35,144		\$0		\$35,144			
50	GENERAL SUPPLY	\$600		\$0		\$600			
60	PROGRAM SUPPLY	\$3,000		\$0		\$3,000			
70	EQUIPMENT	\$0		\$0		\$0			
80	COMMUNICATION	\$14,300		\$0		\$14,300			
90	OTHER	\$11,875		\$0		\$11,875			
	TOTAL DIRECT	\$422,068		-		\$422,068			
	ADMINISTRATIVE COSTS	\$75,972		-		\$75,972			
	TOTAL	<u>\$498,040</u>		<u>-</u>		<u>\$498,040</u>			

**CSBG - FY 2022 - DEVELOPMENT & COMMUNICATION SERVICES**

<b>BUDGET SUPPORT SHEET</b> (Budget Support Data)		
<b>NAME OF APPLICANT AGENCY:</b> RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	<b>TYPE OF GRANT:</b> <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT	<b>DATE SUBMITTED:</b>

**BUDGET SUPPORT DATA** (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

**DEVELOPMENT & COMMUNICATIONS SERVICES**

510	<b><u>510 PERSONNEL :</u></b> (Includes estimates for COLA and merit increases)			
	100 - Development and Communications Director (100%)	\$ 96,980.70		
	Development Coordinator (100%)	\$ 56,369.51		
	Development and Communications Specialist (8 mo.)	\$ 33,273.51		
	Communications Coordinantor (100%)	\$ 62,123.39		
	<i>Subtotal Personnel</i>	<i>\$248,747</i>		
	500 - Fringe (\$248,747 x 31%)	77,112		
	<b>TOTAL COST OF PERSONNEL</b>	<b>\$325,859</b>	<b>\$325,859</b>	
520	<b><u>520 CONTRACTUAL:</u></b>			
	100 - Legal/professional/consulting services	\$26,500		
	<b>TOTAL COST OF CONTRACTUAL</b>	<b>\$26,500</b>	<b>\$26,500</b>	
530	<b><u>530 TRAVEL COSTS</u></b>			
	<u>100 - Staff Per Diem</u> Staff per diem in state	\$1,620		
	<u>200 - Staff Per Diem Out of State</u>			

## CSBG - FY 2022 - DEVELOPMENT &amp; COMMUNICATION SERVICES

<b>BUDGET SUPPORT SHEET</b> (Budget Support Data)		
<b>NAME OF APPLICANT AGENCY:</b> RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	<b>TYPE OF GRANT:</b> <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT	<b>DATE SUBMITTED:</b>

**BUDGET SUPPORT DATA** (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	Staff per diem out of state	\$1,680	
	<u>500 - Staff Travel in State</u> Staff travel	\$840	
	<u>600 - Staff Travel Out of State</u> Staff travel out of state	\$650	
	<b>TOTAL COST OF TRAVEL</b>	<b>\$4,790</b>	<b>\$4,790</b>
540	<u><b>540 SPACE COST:</b></u>		
	100 - Space for four Dev/Comm staff	\$35,144	
	<b>TOTAL SPACE COSTS</b>	<b>\$35,144</b>	<b>\$35,144</b>
550	<u><b>550 GENERAL SUPPLIES:</b></u>		
	100 - Office supplies	\$300	
	200 - Copier supplies	\$300	
	<b>TOTAL COST OF GENERAL SUPPLIES</b>	<b>\$600</b>	<b>\$600</b>
560	<u><b>560 PROGRAM SUPPLIES</b></u>		
	100 - Program Supplies	\$3,000	
	500 - Training Supplies	\$0	
	<b>TOTAL COST OF PROGRAM SUPPLIES</b>	<b>\$3,000</b>	<b>\$3,000</b>
580	<u><b>580 COMMUNICATIONS COSTS</b></u>		
	100 - Phone & Fax	\$500	
	102 - Postage (bulk mail expenses)	\$1,200	

**CSBG - FY 2022 - DEVELOPMENT & COMMUNICATION SERVICES**

<b>BUDGET SUPPORT SHEET</b> (Budget Support Data)		
<b>NAME OF APPLICANT AGENCY:</b> RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	<b>TYPE OF GRANT:</b> <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT	<b>DATE SUBMITTED:</b>

**BUDGET SUPPORT DATA** (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	300 - Publications (printing) 400 - Advertising (for recruitment) 600 - I.T. costs for four staff @ \$200 x 12 months  <b>TOTAL COMMUNICATION COSTS</b>	\$3,000 \$0 \$9,600  <b>\$14,300</b>	    <b>\$14,300</b>
590	<b><u>590 OTHER COSTS:</u></b>  300 - Subscriptions 700 - Fees, Tuitions & Memberships  <b>TOTAL OTHERS COSTS</b>	  \$0 \$11,875  <b>\$11,875</b>	    <b>\$11,875</b>
	Direct Cost of Component Administrative Costs of Component @ 18% <b>Total Cost of Component</b>	   <b>\$422,068</b> <b>\$75,972</b> <b>\$498,040</b>	     

## Outcome Measures – Administrative Services

### Component I – Development and Communications

*Submitted by Elizabeth Milliken, Development & Communications Director*

*FY 2022 - 10/1/21 to 9/30/22*

#### CSBG National Goal #4

#### National Performance Indicator 4.1

#### RurAL CAP Strategic Plan

#### Outcome Statement #1

Partnerships among supporters and providers of services to low-income people are achieved.

Expanding Opportunities through Community-Wide Partnerships

Capacity Building

RurAL CAP will sustain and expand its financial health by submitting funding proposals resulting in the mobilization of CSBG and additional non-CSBG funds to RurAL CAP and the ability to strengthen, improve and expand programs.

#### Performance Target #1

Out of 50 submitted proposals requesting funding from a variety of sources, RurAL CAP will secure \$20 M distributed as follows: \$2.5 M in CSBG, \$8 M in federal non-CSBG funds, \$5M in state funding, \$4.5M private, corporate, local, foundation or donor funding (4.1A-N).

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>agency capacity building through fund development.</b>	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> \$ Secured or mobilized	<b>Product Steps:</b> What staff member does to make milestone happen.	(10/1-12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1-6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.0 RurAL CAP leadership in partnership with the Development & Communications Department identifies needs for funding and applies for CSBG, other federal funding, state funding, local funding and funding from private sources.	Copies of prepared proposals submitted.	<b>50 proposals</b>	Strategic planning (all), budgeting (all) and proposal writing (Development and Divisions).					
1.2 RurAL CAP is awarded CSBG funding to support agency.	Notification of funding award processed by Administrative Departments.	<b>\$2.5 M</b>	Proposals are written and submitted (Development & Programs).					
1.3 RurAL CAP is awarded Federal funding to support agency.	Notification of funding award processed by Administrative Departments.	<b>\$8 M</b>	Proposals are written and submitted (Development & Programs).					
1.4 RurAL CAP is awarded State funding to support agency.	Notification of funding award processed by Administrative Departments.	<b>\$5 M</b>	Proposals are written and submitted (Development & Programs).					

A box with the following symbol signifies:

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no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>agency capacity building through fund development.</b>	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> \$ Secured or mobilized	<b>Product Steps:</b> What staff member does to make milestone happen.	(10/1-12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1-6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.5 RurAL CAP is awarded private, corporate, local, or foundation funding to support Divisions' program work.	Notification of funding award processed by Administrative Departments.	<b>\$4.5M</b>	Proposals are written and submitted (Development & Programs).					

A box with the following symbol signifies:

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no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## Outcome Measures – Administrative Services

### Component I – Development and Communications

*Submitted by Elizabeth Milliken, Development & Communications Director*

*FY 2022 - 10/1/21 to 9/30/22*

**CSBG National Goal #2**  
**National Performance Indicator 2.2**  
**RurAL CAP Strategic Plan**  
**Outcome Statement #2**

The conditions in which low-income people live are improved.  
 Community Quality of Life and Assets  
 Advocacy and Health  
 Visitors who access RurAL CAP's website will become better informed and more knowledgeable on issues critical to communities throughout Alaska.

**Performance Target #2**

At least 20,000 visitors will access the agency website annually and as a result, 4,000 visitors will become informed and more knowledgeable on issues critical to Alaskan communities (2.2C).

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>the public who are informed about rural Alaskans through the agency website.</b>	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 – 12/31) <b>Quarter 1</b>	(1/1 – 3/31) <b>Quarter 2</b>	(4/1 – 6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
2.1 Visitors access RurAL CAP's website	Use Google Analytics to report the number of website hits quarterly/annually	<b>20,000</b>	Staff maintains user log and produces quarterly/annual reports					
2.2 Visitors will become better informed and more knowledgeable on issues critical to Alaska.	Use Google Analytics and social media metrics	<b>4,000</b>	Staff conducts annual survey of statewide website users					

A box with the following symbol signifies:

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results have not been entered yet

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no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time



COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY  Component: DEVELOPMENT & COMMUNICATIONS SERVICES  AUTHORITY(S) The Community Services Block Grant (42 U.S.C. 9901 et seq.) as amended, Sec. 672 – 9904. (1) A) (B) (viii)  Period: October 1, 2021 to September 30, 2022						
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE CHIEF EXECUTIVE OFFICER <i>Patrick M. Anderson, CEO</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>								
(4) ADDRESS <i>731 East 8<sup>th</sup> Avenue</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		ZIP CODE <i>99501</i>						
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS		(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL		(8) TIME TABLE PROGRAM YEAR QUARTER 1 <sup>st</sup>   2 <sup>nd</sup>   3 <sup>rd</sup>   4 <sup>th</sup>		(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED		(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion	
<u>National CSBG Goal #2:</u> The Conditions in which Low-Income People Live are Improved.  <u>National CSBG Goal #3:</u> Low-income People own a Stake in their Community.  <u>National CSBG Goal #4:</u> Partnerships among suppliers and providers of services to low-income people are achieved.  <u>National CSBG Goal #5:</u> Agencies increase their capacity to achieve results.		<u>DEVELOPMENT &amp; COMMUNICATIONS</u> <b>Fund Development and Management-</b> Provide research and proposal writing support to programs.  <b>Build and Maintain Relationships with Partners -</b> Develop and maintain relationships with funders and other potential partners.  <b>Media and Marketing -</b> Develop and distribute information and communications to keep stakeholders and the general public informed. Provide social media support for Advocacy and Communications activities to expand services to individuals, families, and communities. Stay abreast of and incorporate innovative and improved ways of outreach to customers and partners.  <b>Planning and Evaluation –</b> Provide support as needed for the agency to broaden its resource base in order to achieve its mission of improving the lives of low income people by maintaining a high performing and responsive agency and evaluate the effectiveness and efficiency of agency programs and services.		X	X	X	X	<ul style="list-style-type: none"><li>Staff development – PRSA, GPA and AFP Conferences</li><li>National and regional Community Action affiliated conferences</li><li>Federal and State Offices regarding early childhood education, energy, housing, community services, planning</li><li>Regional Corporations and non-profits, other Statewide entities, Alaska community organizations</li><li>Other funders and partners</li><li>RurAL CAP Board of Directors</li></ul>	\$498,040	12		On-Going
				TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL		\$ 498,040		
(14) THIS APPLICATION HAS BEEN (check “a” or “b” as appropriate): a. (X) Approved by the applicant’s governing board.                      b. ( ) Reviewed by the applicant’s administering board and approved by its governing officials.												

(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD	SIGNATURE:	DATE:	DATE OF BOARD APPROVAL:
RurAL CAP Board President, Joe Williams			

DRAFT

# Planning & Construction Division

## NARRATIVE

### **COMPONENTS I – Housing & Planning Services**

**I. Housing Rehabilitation and Weatherization Services.** RurAL CAP will continue to partner with local communities and the Alaska Housing Finance Corporation to provide skilled home assessment, weatherization, and handicapped access modifications, funded principally through a combination of federal (U.S. Department of Energy, HUD CDBG) and State of Alaska resources. Ultimate customers of the program are individual low-income households. CSBG funding assists RurAL CAP in forming these strategic partnerships, which result in substantial leveraging of scarce resources for housing preservation and disabled access. RurAL CAP is the principal weatherization service provider in Anchorage, Juneau, and western and northwestern rural Alaska including the cities of Nome and Kotzebue. CSBG funding supports the Weatherization Director. An important subset of these services is home modifications work that assists persons who experience disabilities with access to and within their home, enabling them to maintain a higher degree of independence.

**II. Affordable Homeownership Development.** Decent, affordable housing continues to be in short supply in Alaska, especially in the state's rural communities. Costs are high, and incomes are low, further constricting housing opportunity. RurAL CAP will support three housing activities to increase homeownership opportunities for lower-income Alaskans. The CSBG investment will result in the development of new, affordable homeownership units and leveraging of substantial non-CSBG resources.

**A. Self-Help Housing.** The self-help program offers low-income families the chance to lower the cost of new housing by participating in the construction of their homes. CSBG funds help to bridge the gap between funding provided by the U.S. Department of Agriculture-Rural Development (USDA) and the actual costs of staffing and oversight to operate the program effectively including the Homeownership Program Manager. CSBG also helps to underwrite the cost of research and development, identifying and testing out new markets for the program, site selection, and overall feasibility analysis. The program includes a homeownership counseling and preparation component, as well as job-skill training in residential construction tasks. Current projects are located in the Central Kenai Peninsula area; expansion into hub communities off the road system is a longer-term goal.

**B. Rural (off road system) Self-Help Acquisition Rehab Program.** This program would assist families in the purchase of an existing home and also provide funding to cover needed repairs and upgrades. The loan would cover both the purchase price and required repairs. The families would take occupancy at closing and begin the repairs once they have moved into the home, under the guidance of a Construction Supervisor.

The program would make homeownership more affordable to the families because it would allow for them to purchase a lower priced home that's in need of repairs. They would also gain sweat equity by completing the repairs themselves. It would provide the family with a smaller labor contribution, which may be more attainable versus the traditional self-help model.

- C. Rural Housing Initiative.** The RurAL CAP Board of Directors established a priority for the agency to evaluate the condition, needs and gaps that limit rural Alaskan's access to decent, safe appropriate, affordable housing through the use of small homes, building materials, home modification, rehab and on-site technical assistance. CSBG supports a Planning Manager, Weatherization Manager to staff this activity, with oversight from the Chief Operations Office. The Planning Manager and Weatherization Manager both work on expansion of the homeownership program to rural hub communities; they play a central role in gathering information and strategizing the implementation of this initiative. Outcomes of this activity include a comprehensive evaluation of the feasibility of small home, building materials, home modification, rehab and on-site technical assistance to address rural housing deficiencies for low-income people in rural Alaska. Partners will include tribes and small communities, HUD, USDA, Alaska Housing, and others yet to be identified

**III. Housing Advocacy.** The Planning & Construction Division will advocate on behalf of low-income rural and Alaskan interests in the drafting and design of federal and state housing programs, policies, regulations, and legislation.

**IV. Capital Project Services.** The Planning & Construction Division will continue to support the agency's child development and supportive housing projects by providing in-house technical expertise in arctic construction technologies, cost estimating, finance, and project management.

## **PROGRAM OUTCOME STATEMENT**

The components of the Planning & Construction Division segment provide a range of activities and services that achieve the following national CSBG goals:

- #2 the conditions in which low-income people live are improved
- #3 low-income people own a stake in their community
- #4 partnerships among supporters and providers of services to low-income people achieved
- #5 agencies increase their capacity to achieve results
- #6 low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

## **NEED FOR SERVICES**

### **Program Customers**

Agency Staff: Among the customers of the Planning & Construction Division component are agency staff – people who administer and provide services for the poor, disadvantaged, and low income so that this population becomes more self-sufficient.

Poor & Low Income: Rural communities have an extensive need for new housing, repairs to existing housing, and development of housing options for special needs populations. The Alaska Consolidated Housing & Community Development Plan estimates that over 115,000 units are in need of repair, expanded living space, or replacement. RurAL CAP will prepare low-income families for homeownership with financial literacy counseling, and assist qualified families with the construction of their own homes through the USDA mutual self-help program or purchasing an existing home. The “lite” self-help variant will bring new choices in homeownership units to rural hub communities. RurAL CAP’s weatherization programs leverage funding from a variety of sources to achieve decent, safe, and energy-efficient housing for the state’s lowest income residents.

A 2015 study by the Governor’s Council on Disabilities and Special Education cites the lack of accessible housing as a major barrier to independent living for Alaskans who experience disabilities. Elders, who are among the fastest-growing segment of the state’s population, often require accessibility modifications to their existing housing in order to remain safely housed and avoid premature institutional care. In partnership with the Alaska Department of Health & Social Services and regional independent living centers, RurAL CAP will continue to perform home accessibility modifications in targeted areas.

Poor and Low Income persons are also served through programs that develop the capacity of rural communities to engage in meaningful self-determination through community planning, and development of small city and tribal governments and community-based organizations to deliver essential community services.

### **Program Products**

The products of the Planning & Construction Division component include **developing programs to serve the needs of low-income people in rural communities to be more self-sufficient and which achieve results.**

- To support CSBG National Goal #2 *and* #3, *the conditions in which people with low-income live are improved and low-income people own a stake in their community*; RurAL CAP will develop and provide technical support to homeownership and construction of 15 building sites for self-help housing in rural road-connected communities.
- To support CSBG National Goal #2, *the conditions in which people with low-income live are improved*; RurAL CAP will improve energy-efficiency and safety of 23 rural Alaska individual residences and 98 urban residences, to include reducing reliance on fossil fuels, enabling low-income people to become more aware of energy conservation steps they can take to lower home heating and electricity costs, and reducing exposure to injury and environmental illness.
- To support CSBG National Goal #3 *and* #2, *partnerships among supporters and providers of services to low-income people are achieved and conditions in which low-income people live are improved*; RurAL CAP will secure sites for development of

mutual self-help housing' secure supplemental funding to underwrite costs of site development.

- To support CSBG National Goal #4; RurAL CAP will develop and manage partnerships that result in modification of housing to increase accessibility for seniors and persons experiencing disabilities.
- To support CSBG National Goal #3, *low-income people own a stake in their community*, RurAL CAP will explore feasibility to implement partner programs that increase locally-determined responses to housing needs, including but not limited to tiny homes, building materials, home modifications and rehab, and on-site technical assistance.
- To support CSBG National Goal #6, *Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems*; RurAL CAP will modify 11 existing homes occupied by persons who experience disabilities, which will facilitate independent living, improve quality of life, and extend the useful life of the home.

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<u>Budget Summary FY 2022</u> Community Services Block		Rural Alaska Community Action Program, Inc.		<u>Component: PLANNING &amp; CONSTRUCTION DIVISION</u>	
GRANT NUMBER:	Grant FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)		ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):
	Beginning Date	Ending Date	Public Law 97-35 Section 675 ©, (A), (B) (vi), (vii), (D), (E)		
	October 1, 2021	December 31, 2022			

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	( I ) CSBG Approved Budget for the Current Funding Period No. months of operation: 12		( II ) Requested Amendment to Current CSBG Approved Budget ( + or - )		( III ) TOTAL REQUESTED BUDGET No. months of operation: 12		( IV ) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		( 1 )	( 2 )	( 1 )	( 2 )	( 1 )	( 2 )	( 1 )	( 2 )
10	PERSONNEL	\$109,257				\$109,257			
20	CONTRACTUAL	\$0				\$0			
30	TRAVEL	\$22,130				\$22,130			
40	BUILDING SPACE	\$45,000				\$45,000			
50	GENERAL SUPPLY	\$10,000				\$10,000			
60	PROGRAM SUPPLY	\$16,882				\$16,882			
70	EQUIPMENT	\$0				\$0			
80	COMMUNICATION	\$28,667				\$28,667			
90	OTHER	\$12,500				\$12,500			
	TOTAL DIRECT	\$244,436				\$244,436			
	ADMINISTRATIVE COSTS	\$43,998				\$43,998			
	<b>TOTAL</b>	<b><u>\$288,434</u></b>				<b><u>\$288,434</u></b>			

**CSBG - FY 2022 - PLANNING & CONSTRUCTION**

<b>BUDGET SUPPORT SHEET</b> (Budget Support Data)		
<b>NAME OF APPLICANT AGENCY:</b> RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501		<b>TYPE OF GRANT:</b> <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT
		<b>DATE SUBMITTED:</b>  <b>Nov-20</b>

**BUDGET SUPPORT DATA** (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

**PLANNING AND CONSTRUCTION**

510	<b><u>510 PERSONNEL COSTS</u></b>  100 - Homeownership Manager (1 FTE - 40% CSBG) \$29,519 100- Home Weatherization Director (1 FTE - 50% CSBG) \$53,883   <div style="text-align: right;"><i>Subtotal Personnel</i></div> <div style="text-align: right;">\$83,403</div> 500 - Fringe (27.7% full time/8.8% part time) \$25,854.55  <b>TOTAL COST OF PERSONNEL</b> <span style="float: right;"><b>\$109,257</b></span>			
530	<b><u>530 TRAVEL COSTS</u></b>  <u>100 - Staff Per Diem in State</u> ▪ Trips \$3,845  <u>200 - Staff Per Diem out of State</u> ▪ Trips to conference and training events -(5 trips/5 days x \$350/day) \$1,750  <div style="text-align: right;"><i>Subtotal Per Diem</i></div> <div style="text-align: right;">\$5,595</div> <u>500 - Staff Travel in State</u> ▪ Trips \$11,535			



## CSBG - FY 2022 - PLANNING &amp; CONSTRUCTION

<b>BUDGET SUPPORT SHEET</b> (Budget Support Data)		
<b>NAME OF APPLICANT AGENCY:</b> RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	<b>TYPE OF GRANT:</b> <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT	<b>DATE SUBMITTED:</b>  <p style="text-align: center;"><b>Nov-20</b></p>

**BUDGET SUPPORT DATA** (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	<u>600 - Staff Travel out of State</u> ▪ Trips to attend conference and training events ( 5 x \$1000) <div style="text-align: right;">\$5,000</div> <div style="text-align: right;"><i>Subtotal Travel</i>      \$16,535</div>		
	<b>TOTAL COST OF TRAVEL</b>	<b>\$22,130</b>	<b>\$22,130</b>
540	<u><b>540 SPACE COSTS</b></u> P&C conference area      \$24,000 Self Help - Gap      \$6,600  Wx office conference area      \$14,400		
	<b>TOTAL COST OF SPACE</b>	<b>\$45,000</b>	<b>\$45,000</b>
550	<u><b>550 GENERAL SUPPLIES COSTS</b></u>  100 - Office supplies      \$5,000 200 - Copier supplies      \$5,000		
	<b>TOTAL COST OF GENERAL SUPPLIES</b>	<b>\$10,000</b>	<b>\$10,000</b>
560	<u><b>560 PROGRAM SUPPLIES COSTS</b></u>  500 - Training supplies      \$16,882		
	<b>TOTAL COST OF PROGRAM SUPPLIES</b>	<b>\$16,882</b>	<b>\$16,882</b>
580	<u><b>580 COMMUNICATIONS COSTS</b></u>  100 - Telephone, teleconference and fax      \$7,500 102 -Postage and Shipping      \$500 300 - Printing      \$2,000 400 - Advertising and Outreach      \$2,500		

## CSBG - FY 2022 - PLANNING &amp; CONSTRUCTION

<b>BUDGET SUPPORT SHEET (Budget Support Data)</b>		
<b>NAME OF APPLICANT AGENCY:</b> RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	<b>TYPE OF GRANT:</b> <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT	<b>DATE SUBMITTED:</b>  Nov-20

**BUDGET SUPPORT DATA** (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	600 - Computer communications (3 @ \$449/mo.)	\$16,167	
	<b>TOTAL COMMUNICATION COSTS</b>	<b>\$28,667</b>	<b>\$28,667</b>
590	<b><u>590 OTHER COSTS:</u></b>		
	300 - Misc. subscriptions	\$500	
	700 - Fees, tuitions, memberships	\$7,000	
	520-200- Insurance	\$5,000	
	NRHC/NRSHHA dues, contractors license and bond, training fees		
	<b>TOTAL OTHER COSTS</b>	<b>\$12,500</b>	<b>\$12,500</b>
	Direct Cost of Component	\$244,436	
	Administrative Costs of Component @ 18%	\$43,998	
	<b>Total Cost of Component</b>	<b>\$288,434</b>	

## Outcome Measures – Planning & Construction Division

### Weatherization & Rehabilitation Program

*Submitted by Curtis Ecklund, Division Director*

*FY 2022 - 10/1/21 to 9/30/22*

**CSBG National Goal #2**

**National Performance Indicator 2.1**

**CSBG Indicator Direct Measure**

**RurAL CAP Strategic Plan**

**Outcome Statement #1**

**Performance Target #1**

**Performance Target #2**

The conditions in which people with low-income live are improved

Community Improvement and Revitalization

Safe and affordable housing units in the community are preserved or improved through construction, weatherization, or rehabilitation achieved by community action activity or advocacy.

Priority 4 Housing

All homes receiving Weatherization and/or associated program services will realize improvements in safety, comfort, durability, and energy efficiency.

Of the 85 homes receiving Weatherization services, all will meet ASHRAE 62.2 air infiltration standards.

All homes receiving Weatherization services will see reduction's in home utility consumption and many will see considerable reductions to exceed 25% for Urban areas and 35% for rural areas served with extended (EWX) funds.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>homes</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of homes expected to participate. (# people)	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 - 12/31) <b>Quarter 1</b>	(1/1 - 3/31) <b>Quarter 2</b>	(4/1 - 6/30) <b>Quarter 3</b>	(7/1 - 9/30) <b>Quarter 4</b>	<b>Total</b>
2.1 Homes tested and assessed; work plan developed.	Work plan on file	<b>85</b>	Wx staff conduct home assessment, diagnostic tests, etc.					
2.2 Air infiltration /ventilation meets ASHRAE 62.2 standards	Blower Door test results	<b>85</b>	Wx staff conduct after diagnostic tests, compare with before test.					
2.3 Home energy consumption is reduced by a minimum of 35% for rural EWX homes	AKWARM pre and post diagnostic results	<b>20</b>	Wx crews complete energy conservation improvements; staff compare energy rating and projected cost savings.					
2.4 Home energy consumption is reduced by a minimum of 25% for urban WAP homes	AKWARM pre and post diagnostic results	<b>65</b>	Wx crews complete energy conservation improvements; staff compare energy rating and projected cost savings.					

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whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## Outcome Measures – Planning & Construction Division Weatherization & Rehabilitation Program

*Submitted by Curtis Ecklund, Division Director*

*FY 2022 - 10/1/21 to 9/30/22*

### CSBG National Goal #6

Low income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

### National Performance Indicator 6.1

Independent Living

### CSBG Indicator Measure #6.1A, B

The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services: Senior citizens and persons with disabilities.

### RurAL CAP Strategic Plan

Priority 4 Housing

### Outcome Statement #2

All homes occupied by elderly and/or disabled residents assisted by the RurAL CAP Weatherization Department and/or other associated program will realize measurable reduction in energy burden and/or receive accessibility improvements to enable them to continue living in their homes.

### Performance Target #2

Of 11 elderly and/or disabled people who apply for assistance, 11 will be determined eligible and receive weatherization services, and 11 will receive home modifications services

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target <b>for Elderly and/or Disabled Residents.</b>	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected # of homes expected to participate.</b>	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 - 12/31) <b>Quarter 1</b>	(1/1 - 3/31) <b>Quarter 2</b>	(4/1 - 6/30) <b>Quarter 3</b>	(7/1 - 9/30) <b>Quarter 4</b>	<b>Total</b>
3.1 An elder (55 years or older) resides in the house, and applies for assistance	Client files	<b>11</b>	Wx staff prioritize families to receive program.					
3.2 Elder qualifies for and receives priority weatherization services to reduce energy burden and improve indoor air quality in the home	Completion/sign-off by supervisor/occupant	<b>11</b>	Materials installed by crew, project supervisor verifies work complete.					
3.3 Disabled resident receives improvements to achieve greater mobility and accessibility, improve health and safety in the home, and increase ability to live independently at home	Home MAP (scope of work), Completion / sign-off by supervisor / occupant, and ILC partners.	<b>11</b>	Materials installed by crew, project supervisor verifies work complete.					

A box with the following symbol signifies:

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results have not been entered yet

dash (---)

no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## Outcome Measures – Planning & Construction Division

### Weatherization & Rehabilitation Program

*Submitted by Curtis Ecklund, Division Director*

*FY 2022 - 10/1/21 to 9/30/22*

#### CSBG National Goal #4

#### National Performance Indicator 6.1

#### CSBG Indicator Measure #6.1A, B

#### RurAL CAP Strategic Plan

#### Outcome Statement #2

#### Performance Target #2

Partnerships among supporters and providers of services to low-income people are achieved

Independent Living

The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services: Senior citizens and persons with disabilities.

Priority 4 Housing

All homes occupied by elderly and/or disabled residents assisted by the RurAL CAP Weatherization Department and/or other associated program will realize measurable reduction in energy burden and/or receive accessibility improvements to enable them to continue living in their homes.

Of 11 elderly and/or disabled people who apply for assistance, 11 will be determined eligible and receive weatherization services, and 11 will receive home modifications services

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target <b>for Elderly and/or Disabled Residents.</b>	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected # of homes expected to participate.</b>	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 - 12/31) <b>Quarter 1</b>	(1/1 - 3/31) <b>Quarter 2</b>	(4/1 - 6/30) <b>Quarter 3</b>	(7/1 - 9/30) <b>Quarter 4</b>	<b>Total</b>
3.1 An elder (55 years or older) resides in the house, and applies for assistance	Client files	<b>11</b>	Wx staff prioritize families to receive program.					
3.2 Elder qualifies for and receives priority weatherization services to reduce energy burden and improve indoor air quality in the home	Completion/sign-off by supervisor/occupant	<b>11</b>	Materials installed by crew, project supervisor verifies work complete.					
3.3 Disabled resident receives improvements to achieve greater mobility and accessibility, improve health and safety in the home, and increase ability to live independently at home	Home MAP (scope of work), Completion / sign-off by supervisor / occupant, and ILC partners.	<b>11</b>	Materials installed by crew, project supervisor verifies work complete.					

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unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## Outcome Measures – Planning & Construction Division

### Self-Help Housing Program

*Submitted by Curtis Ecklund, Division Director*

*RurAL CAP FY 2022 - 10/1/21 to 9/30/22*

**CSBG National Goal #3**

**CSBG Goal #2**

**National Performance Indicator 3.2**

**National Performance Indicator 2.1**

**RurAL CAP Strategic Plan**

**Outcome Statement #1**

Low income people own a stake in their community.

Conditions in which low income people live are improved.

Community Empowerment through Maximum Feasible Participation

Community Improvement and Revitalization

Priority 4 Housing

At least 15 new safe and affordable housing units will be created.

**Performance Target #1**

Out of 50 applicants and 30 heads of households who complete a pre-screening application, at least 18 will qualify for USDA self-help loans, and 15 will complete their sweat equity commitment and become self-help homeowners which will support their own well-being and that of the community and improve the condition in which they live (3.2C).

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>Low-Income Heads of Households</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 - 12/31) <b>Quarter 1</b>	(1/1 - 3/31) <b>Quarter 2</b>	(4/1 - 6/30) <b>Quarter 3</b>	(7/1 - 9/30) <b>Quarter 4</b>	<b>Total</b>
1.1 Low income heads of households respond to advertising by requesting program information	Tally of requests received, materials and information provided	<b>50</b>	Staff develop and implement marketing plan, track number and source of inquiries					
1.2 Low income heads of households complete and submit pre-screening application.	Completed pre-screening forms	<b>30</b>	Homeownership supervisor receives and evaluates pre-screen applications					
1.3 Low income heads of households with inadequate credit to qualify for a home loan enroll in counseling services	Records of counseling sessions	<b>25</b>	Homeownership supervisor provides credit and homeownership counseling to individual participants					
1.5 Low income heads of households make application and are approved for a USDA direct loan	Applications processed, USDA commitment letters.	<b>9</b>	Homeownership supervisor processes applications, receives results from USDA.					

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zero ( 0 )

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whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

1.6 Low income heads of households sign loan documents.	Signed documents, USDA approvals.	9	Homeownership supervisor assists households with USDA closing process.					
1.7 Low income households purchase an existing home in the community	Notification from homebuyer of withdrawal from self-help program consideration or certified loan packages	5	Homeownership supervisor follows up with homebuyers who decide not to pursue the self-help program					
1.6 Low income heads of households complete self-help construction and sweat equity commitment; <ul style="list-style-type: none"> <li>9 new safe and affordable housing units created.</li> </ul> An average of \$30,000 in sweat equity earned per household	Work records, inspection reports, appraisals	9	Construction Coordinator, Project Administrator manage construction project; Homeownership Supervisor facilitates homebuyer group, monitors attendance and occupancy.					

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## Outcome Measures – Planning & Construction Division

### Self-Help Housing Program

*Submitted by Curtis Ecklund, Division Director*

*RurAL CAP FY 2022 - 10/1/21 to 9/30/22*

**CSBG National Goal #3**

**CSBG Goal #2**

**National Performance Indicator 3.2**

**National Performance Indicator 2.1**

**RurAL CAP Strategic Plan**

**Outcome Statement #1**

Partnerships among supporters and providers of services to low-income people are achieved

Conditions in which low income people live are improved.

Community Empowerment through Maximum Feasible Participation

Community Improvement and Revitalization

Priority 4 Housing

At least 15 new safe and affordable housing units will be created.

**Performance Target #1**

Out of 50 applicants and 30 heads of households who complete a pre-screening application, at least 18 will qualify for USDA self-help loans, and 15 will complete their sweat equity commitment and become self-help homeowners which will support their own well-being and that of the community and improve the condition in which they live (3.2C).

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>Low-Income Heads of Households</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 - 12/31) <b>Quarter 1</b>	(1/1 - 3/31) <b>Quarter 2</b>	(4/1 - 6/30) <b>Quarter 3</b>	(7/1 - 9/30) <b>Quarter 4</b>	<b>Total</b>
1.1 Low income heads of households respond to advertising by requesting program information	Tally of requests received, materials and information provided	<b>50</b>	Staff develop and implement marketing plan, track number and source of inquiries					
1.2 Low income heads of households complete and submit pre-screening application.	Completed pre-screening forms	<b>30</b>	Homeownership supervisor receives and evaluates pre-screen applications					
1.3 Low income heads of households with inadequate credit to qualify for a home loan enroll in counseling services	Records of counseling sessions	<b>25</b>	Homeownership supervisor provides credit and homeownership counseling to individual participants					

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unduplicated customers that achieve milestone for the 1<sup>st</sup> time



## Outcome Measures – Planning & Construction Division

### Self-Help Housing Program

*Submitted by Curtis Ecklund, Division Director*

*RurAL CAP FY 2022 - 10/1/21 to 9/30/22*

#### CSBG Goal #3

#### National Performance Indicator 3.2

#### RurAL CAP Strategic Plan

#### Outcome Statement #1

Low-income people own a stake in their community

Community Empowerment through Maximum Feasible Participation

Priority 4 Housing

RurAL CAP will explore feasibility to implement partner programs that increase locally determined responses to housing needs, including but not limited to tiny homes, building materials, home modifications, rehab, and on-site technical assistance.

#### Performance Target #1

At least four strategic partnerships will be achieved that support locally determined responses to housing needs.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>Low-Income Heads of Households</b> .	<b>Verification:</b> Tool or document used to verify that milestone was reached.	<b>Projected</b> # of people expected to participate.	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 - 12/31) <b>Quarter 1</b>	(1/1 - 3/31) <b>Quarter 2</b>	(4/1 - 6/30) <b>Quarter 3</b>	(7/1 - 9/30) <b>Quarter 4</b>	<b>Total</b>
1.1 Staff strategically plan projects which provide partnership opportunities that support locally determined responses to housing needs	Strategic plans and Progress reports	<b>4</b>	Planning Manager, Homeownership Program Manager Weatherization Manager, Weatherization Director and Administrative Specialist assist with developing plans and reports					
1.2 Project plans increase the number of partnerships that support locally determined responses to the housing needs of low-income people in rural communities	Project progress reports	<b>4</b>	Planning Manager, Homeownership Program Manager Weatherization Manager, Weatherization Director and Administrative Specialist					

A box with the following symbol signifies:

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results have not been entered yet

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no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time



COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(6) GOAL STATUTORY AUTHORITY(S) Public Law 97-35 Section 675 (c), (A), (B), (vi), (vii), (D), & (E).		(Component: Planning & Construction Division)  Period: October 1, 2021 to September 30, 2022			
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE CHIEF EXECUTIVE OFFICER <i>Patrick Anderson, Interim CEO</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>							
(4) ADDRESS <i>731 East 8<sup>th</sup> Avenue</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>							ZIP CODE <i>99501</i>
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion	
<u>National CSBG Goal #4:</u> Partnerships among supporters and providers of services to low-income people are achieved	<u>RURAL HOUSING INITIATIVE</u> E. Develop and manage partnerships which result in modification of housing to increase accessibility for seniors and persons experiencing disabilities	X	X	X	X	<ul style="list-style-type: none"> <li>• HUD</li> <li>• AHFC</li> <li>• USDA</li> <li>• AAHA</li> <li>• Tribes</li> <li>• UAA/UAF</li> <li>• DCRA</li> <li>• Rural LISC</li> <li>• RCAC</li> <li>• Alaska Chapter American Planning Assn</li> <li>• Nat'l Rural Housing Coalition</li> </ul>				Ongoing	
<u>National CSBG Goal #5:</u> Agencies increase their capacity to achieve results.	F. Develop and implement programs to increase locally-determined responses to housing needs, including but not limited to tiny homes, building materials, home modifications and rehab, on-site technical assistance	X	X	X	X						Ongoing
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES									
		GRAND TOTAL						\$288,434 \$288,434			
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. (X) Approved by the applicant's governing board.      b. ( ) Reviewed by the applicant's administering board and approved by its governing officials.											

<b>(16) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD</b>	<b>SIGNATURE:</b>	<b>DATE:</b>	<b>DATE OF BOARD APPROVAL:</b>
RurAL CAP Board President, Joe Williams			

DRAFT

*Community Services Block Grant FY 2022 Proposal*  
**Supportive Housing Division**

**NARRATIVE**

**SUMMARY OF COMPONENTS**

**Component 1 -- Supportive Housing Division**

**325 E. 3<sup>rd</sup> Ave** -- CSBG leverages HUD Continuum of Care Grant funding. The Continuum of Care funds the Supportive Housing Project located at 325 E. 3<sup>rd</sup>. CSBG provides matching funds for the Division Director's salary and benefits for oversight of this program/housing complex and community efforts to end homelessness. The 325 E. 3<sup>rd</sup> Ave housing first project is 20 units of permanent affordable housing that provides intensive wrap-around treatment service to people with who are identified as chronically homeless and have severe needs. It provides housing to people who are highly ranked on the Anchorage Coordinated Entry system, a system that Anchorage homeless service providers use to rank people based on their housing needs.

**Affordable Housing** – In Anchorage there is a continuing need for affordable housing for low-income persons. CSBG assists in providing the seed funding for the development of new affordable housing and property management functions by funding the Maintenance Supervisor, and two Central Leasing positions that handle housing applications, lease ups, and other property management duties including the reporting and compliance components for our various Housing Projects.. CSBG pays for the office space, IT charges, and office supplies for these staff. CSBG allows RurAL CAP to keep rents to a more affordable level and to house people who may have barriers to other types housing options due to past tenancy and criminal history issues. In particular, RurAL CAP often houses families who come to Anchorage from rural communities and formerly homeless persons and families have few housing options open to them. RurAL CAP will expand its inventory of affordable housing through acquisition and/or rehabilitation of additional rental housing units in Anchorage. In addition, RurAL CAP will work on initiatives to develop and expand special needs housing, expanding the agency's capacity to provide much-needed permanent supportive housing for households.

**Performance Measurement-** The Supportive Housing Division is working to strategically measure its performance impact and retain high level of quality of services. This includes initiatives that have been identified through the lean management process. The Division is the process of diversifying its funding streams to assist with declining State grant revenue as well as the funding challenges associated with the COVID 19 pandemic. An essential part of this strategy is to supplement grant resources with Medicaid revenue.

**Karluk Manor-**Karluk Manor is 46 units that serves the most vulnerable people who have experienced long-term homelessness. CSBG assists in supporting the program manager for this property. CSBG assists with funding this position.

**Sitka Place**-Sitka Place is 54 units of supportive housing for the persons who have experienced chronic homelessness with serious mental illness. CSBG supports an Operations Technician to provide tenancy support on the property. This allows the property to increase services, safety and security to a previously chronically homeless community.

**Division-wide Training-** The Supportive Housing Division to obtain and maintain accreditation and to provide quality of care to our program participants must have staff who are trained in a variety of interventions. The primary way the Division trains on compliance and care issues is through an online learning system called Relias Learning. This is a cost-effective way to train staff efficiently, particularly because the Supportive Housing Division works in shifts. This training is an essential piece of RurAL CAP's behavior support management plan. In addition, the CSBG assists in supporting Carelogic and electronic health record.

## **PROGRAM OUTCOME STATEMENT**

The components within the Supportive Housing Division provide a range of services and activities which have a significant and measurable impact on the causes and conditions of poverty in Anchorage, particularly with traditionally difficult-to-serve populations. The common thread linking these programs is their shared outcome statement:

*To create measurable improvements in the conditions and behaviors of low-income Alaskans which enhance their educational, social, physical, mental and spiritual quality of life.*

This outcome represents the culmination of the following CSBG goals:

- 1) Low income people become more self-sufficient.
- 2) The conditions in which low-income people live are improved.
- 3) Low in-come people own a stake in their community.
- 4) Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

The outcome statements listed are included in the National Performance Indicators format at the end of these plan documents:

## **Component 2 -- Supportive Housing Division**

- 1) Increase and preserve the number of affordable housing units available to special needs populations such as persons with disabilities or the homeless.  
*Outcome Measure: The Division will work to develop 20 new units of permanent supportive housing and work on capital project to rehabilitate existing units.*

- 2) Residents/tenants receive services conducted by community volunteers and increase volunteer engagement in RurAL CAP's mission through volunteering.  
*Outcome Measure: The Division will engage tenant and people we serve in 20 community and stake holder events annually.*
- 3) Homeless persons will obtain and retain safe and affordable housing.  
*Outcome Measure: The Division will house a minimum of 500 people annually.*
- 4) The Supportive Housing Division will provide outreach and engagement services to the most disabled and vulnerable homeless persons to target them for permanent supportive housing.  
*Outcome Measure: The Division will locate permanent housing for 30 new chronically homeless people annually in Anchorage.*

## **NEED FOR SERVICES**

### **Program Customers**

The target population for Supportive Housing Division programs is supported by CSBG includes a range of persons on the edge and mired in poverty. From homeless families and individuals to people who are low-income renting affordable housing units, this Division serves people with the greatest need in Anchorage.

The following are the target populations for Supportive Housing Division by project:

1. Karluk Manor: Vulnerable chronically homeless persons with severe alcohol dependence.
2. Sitka Place: Vulnerable chronically homeless persons who are seriously mentally ill. There is a 7 unit set-aside for homeless veterans.
3. Safe Harbor: Extremely low-income families who are homeless or at risk of homelessness.
4. Special Needs Housing: Persons with disabling conditions with some set-asides for the chronically homeless.
5. Affordable Housing: Rental to low-income households (various restrictions on the properties).
6. 325 E. 3<sup>rd</sup>: Chronically homeless persons who are screened as having severe needs.

### **Program Products**

The products of the Supportive Housing Division programs include **education, training, independent living skills, improved housing, recovery supports from substance abuse and mental illness, healthier families, employment, and job skills.**

Applying lofty intentions to the daunting task of changing conditions and behaviors of the homeless population in Anchorage, the ultimate goal of the Supportive Housing Division's programs is to guide its residents along a progressive path leading to independent living, stable housing and self-sufficiency. The Division's dominant demographic is Alaska Native, and secondary demographics are chronic homeless with substance use issues and mental health

disorders many of whom have already been through numerous treatment programs and have been living on the streets for more than a decade.

## **OUTCOME MANAGEMENT MODEL**

The Supportive Housing Division measures outcome measures through the agency Lean Management Process.

With a renewed commitment to reporting the measurable results that CSBG-supported programs have in building self-sufficiency and improving the conditions and behaviors of low-income people, the Supportive Housing Division has applied several outcome based measurement tools. These include collecting data on recovery through a client status review every 180 days, completion of a self-sufficiency matrix, regular tenant/resident surveys, and consistent data collection on housing retention measures.



<u>Budget Summary FY 2022</u> Community Services Block		Rural Alaska Community Action Program, Inc.		<u>Component: SUPPORTIVE HOUSING DIVISION</u>	
GRANT NUMBER:	Grant FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)		ESTIMATED UNEXPENDED CSBG
			Public Law 97-35		FUNDS AVAILABLE AT END OF CURRENT
	Beginning Date	Ending Date	Section 675 ©, (A), (B)		FUNDING PERIOD (Attach most recent
	October 1, 2019	December 31, 2021	(vi), (vii), (D), (E)		Monthly and/or Quarterly Financial Report):

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation:		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: <u>12</u>		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL	\$552,613		\$0		\$552,613			
20	CONTRACTUAL	\$35,160		\$0		\$35,160			
30	TRAVEL	\$4,085		\$0		\$4,085			
40	BUILDING SPACE	\$5,603		\$0		\$5,603			
50	GENERAL SUPPLY	\$2,550		\$0		\$2,550			
60	PROGRAM SUPPLY	\$0		\$0		\$0			
70	EQUIPMENT	\$0		\$0		\$0			
80	COMMUNICATION	\$45,000		\$0		\$45,000			
90	OTHER	\$7,625		\$0		\$7,625			
	TOTAL DIRECT	\$652,636		-		\$652,636			
	ADMINISTRATIVE COSTS	\$117,475		-		\$117,475			
	<b>TOTAL</b>	<b><u>\$770,111</u></b>		<b><u>-</u></b>		<b><u>\$770,111</u></b>			

## BUDGET SUPPORT SHEET (Budget Support Data)

<b>NAME OF APPLICANT AGENCY:</b> RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	<b>TYPE OF GRANT:</b> <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT	<b>DATE SUBMITTED:</b>  Nov-20
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## BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

## SUPPORTIVE HOUSING

510	<b><u>PERSONNEL:</u></b>			
CLO/AH	100 - Housing Supervisor @ 50% (Dale)	29,116		
CLO/AH	100 - Housing Supervisor @ 50% (Shawna)	\$29,116		
	100- Safe Harbor Supervisor @50%	\$38,396		
CLO/AH	100 - Maint Supervisor @ 50% (Brett)	32,969		
AH	100 - Div Director @ 50% (Rob)	59,542		
AH	100 - Clinical Director @40%	45,757		
AH	100-Sitka SHD Supervisor @ 50%	38,396		
	100-Op Tech @50%	17,342		
SIT	100 - Op Tech I Sitka Place	34,684		
	100-Op Tech I Sitka Place	34,684		
	100-Op Tech I Safe Harbor	34,684		
KAR	100 - SHD Supervisor (Maurice) @ 50%	\$38,396		
	<i>Subtotal FTE Personnel</i>	433,082		
	500 - Employee Fringe FTE (31%)	\$119,531		
	<i>SubtotalPTE Personnel</i>			
	<b>TOTAL COST OF PERSONNEL</b>	<b>552,613</b>	<b>\$552,613</b>	
520	<b><u>CONTRACTUAL EXPENSE:</u></b>			
	100 - Professional Services Relias	\$10,160		
	100 - Professional Services Qualifax	\$22,500		
	500 - Insurance	\$2,500		
	<b>TOTAL COST OF CONTRACTUAL</b>	<b>\$35,160</b>	<b>\$35,160</b>	
530	<b><u>TRAVEL:</u></b>			
	200 - Per Diem Out of State	\$1,600		
	600 - Travel Out of State	\$1,800		
	900 - Mileage	\$685		
	<b>TOTAL COST OF TRAVEL</b>	<b>\$4,085</b>	<b>\$4,085</b>	
540	<b><u>SPACE COSTS:</u></b>			
	100 - Building Rental (CLO)	\$5,603		
	<b>TOTAL SPACE COST</b>	<b>\$5,603</b>	<b>\$5,603</b>	
550	<b><u>GENERAL SUPPLIES:</u></b>			
	100 - Office Supplies	\$2,550		
	<b>GENERAL SUPPLIES</b>	<b>\$2,550</b>	<b>\$2,550</b>	

BUDGET SUPPORT SHEET (Budget Support Data)				
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501		TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT		DATE SUBMITTED:  Nov-20
BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)				
COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM		
		CSBG FEDERAL SHARE	NON FEDERAL SHARE	
580	<u>COMMUNICATIONS:</u> 100 - Telephone/Fax 600 - IT Services TOTAL COMMUNICATIONS COST	\$27,000 \$18,000 \$45,000	\$45,000	
590	<u>OTHER DIRECT COSTS:</u> 100 - Vehicle Expense 105 - Vehicle Insurance 700 - Fees (ABHA and ACEH) TOTAL COST OF OTHER	\$1,200 \$5,225 \$1,200 \$7,625	\$7,625	
	Direct Cost of Component Administrative Cost @ 18% TOTAL COST OF COMPONENT		\$652,636 \$117,475 \$770,111	

# Outcome Measures – Supportive Housing Division

## Component I –Income Stability and Self-Sufficiency

Submitted by Robert Marx, Supportive Housing Division Director

RurAL CAP FY 2022 - 10/1/21 to 9/30/22

### CSBG National Goal # 1

### National Performance Indicator #1.1

### RurAL CAP Strategic Plan

### Outcome Statement #1

### Performance Target #1

### Performance Target #2

Low-income people become more self-sufficient

Employment

Education

All Supportive Housing Division program participants will have access to employment assistance through RurAL CAP Case Management.

20 residents will have increased their income at exit from transitional housing by gaining employment.

30 residents self-sufficiency will be measured at entrance into transitional housing in order to measure their gains at exit.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>Safe Harbor Muldoon</b>	<b>Verification:</b> Tool or document used to verify that milestone was achieved.	<b>Projected # of people expected to achieve outcome</b>	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 -12/31) <b>Quarter 1</b>	(1/1 - 3/31) <b>Quarter 2</b>	(4/1-6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
1.2 Number of program participants who increased their income at exit from transitional housing by gaining employment	Alaska HMIS	20	Case Manager works with program participants on individualized employment supports.					
1.3 Number of program participants completing skills/competencies such as required for employment through participation in group classes	Alaska HMIS	30	Case Manager holds at least 2 monthly employment groups.					
1.4 Number of program participants enrolled in an education or vocational training program such as GED or DVR	Alaska HMIS	2	Case Manager works with program participants to enroll in vocational programs.					
1.5 Number of program participants receiving post-secondary education program and obtains a certificate or diploma	Alaska HMIS	0	Case Manager works with residents in linking to GED or other skill building programs.					
1.6 Number of program participants who obtained access to reliable transportation or a driver's license to assist with maintaining employment (non-disabled).	Alaska HMIS	2	Case manager and case management staff work with program participants to access public					

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no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

			transportation or get a driver's license.					
1.7 Number of program participants who obtained access to reliable transportation or a driver's license to assist with maintaining employment who are disabled (includes severe alcohol dep.)	Alaska HMIS	2	Case manager and case management staff work with program participants to access public transportation or get a driver's license.					
1.8 Number of program participants who participated in an employment interview	Alaska HMIS	25	Case managers works with program participants to apply for jobs and provides interview coaching.					
1.9 Number of program participants who completed a functional resume	Alaska HMIS	25	Case manager works with program participants to write and develop their resume.					
2.1 Number of program participants assessed for self-sufficiency at intake or application for transitional housing	Alaska HMIS	30	Housing supervisor ensures all initial data is collected at program entry. Technician and case management staff work to evaluate improvements on exit.					

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unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## Outcome Measures – Supportive Housing Division Component I – Development and Property Management

*Submitted by Robert Marx, Supportive Housing Division Director*

*RurAL CAP FY2021 - 10/1/21 to 9/30/22*

**CSBG National Goal # 2**

**National Performance Indicator #2.1**

**RurAL CAP Strategic Plan**

**Outcome Statement #3-4**

**Pe Performance Target #4**

The conditions in which low-income people live are improved.

Community Improvement and Revitalization

Housing

Increase and preserve the number of affordable housing units available to special needs populations such as persons with disabilities or the homeless

Preserve, rehabilitate, or provide energy improvements (exclude RurAL CAP weatherization) to 5 units

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>Supportive Housing Division</b>	<b>Verification:</b> Tool or document used to verify that milestone was achieved.	<b>Projected # of units</b>	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 -12/31) <b>Quarter 1</b>	(1/1 - 3/31) <b>Quarter 2</b>	(4/1-6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
4.1 Number of units rehabilitated, preserved or receiving energy improvements	DBH Energy Grant and Assessments Yardi Work Order Component	5	Division Manger works with the Development Division to complete and finish improvements funded by the DBH Energy Efficiency grant.					

## Outcome Measures – Supportive Housing Division Component I – Volunteering

*Submitted by Robert Marx, Supportive Housing Division Director*

*RurAL CAP FY2021 - 10/1/21 to 9/30/22*

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unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## CSBG National Goal # 2 & 3

### National Performance Indicator #2.3 & 3.1

#### RurAL CAP Strategic Plan

#### Outcome Statement #5

#### Performance Target #5

The conditions in which low-income people live are improved. Low-income people own a stake in their community.

Community Engagement and Community Enhancement through Maximum Feasible Participation Advocacy

Residents receive services conducted by community volunteers and increase volunteer engagement in RurAL CAP's mission through volunteering.

The Supportive Housing Division will leverage 2,000 volunteer hours for services annually and provide opportunities for residents to volunteer in their community.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>Supportive Housing Division</b>	<b>Verification:</b> Tool or document used to verify that milestone was achieved.	<b>Projected # of volunteer hours annually</b>	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 -12/31) <b>Quarter 1</b>	(1/1 - 3/31) <b>Quarter 2</b>	(4/1-6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
5.1 Number of volunteer hours contributed by Jesuit Volunteers, Mennonite Volunteers, Volunteer Groups and Students	JV Contract, Volunteer Contract, Student Contract	1700	Volunteer keeps a timesheet and supervisor tracks their hours.					
5.2 Number of volunteer hours contributed by other community volunteers	Volunteer Timesheets	300	Volunteer keeps a timesheet and supervisor tracks their hours.					
5.3 Number of volunteers that contribute hours (unduplicated by quarter) in 5.1. and 5.2	Volunteer Timesheets	20	SHD staff keep track of # of volunteers.					
5.4 Number of hours Supportive Housing Division residents/tenants volunteered in the community.	Volunteer Timesheets	80	SHD staff keep track of volunteer's time.					
5.5 Number of volunteers that contributed hours (unduplicated by quarter) in 5.4.	Volunteer Timesheets	20	SHD staff keep track # of volunteer's.					

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no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

# Outcome Measures – Supportive Housing Division

## Component I – Housing Stability and Retention

Submitted by Robert Marx, Supportive Housing Division Director

RurAL CAP FY2021 - 10/1/21 to 9/30/22

### CSBG National Goal # 6

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

### National Performance Indicator #6.4

Independent Living

### RurAL CAP Strategic Plan

Housing

### Outcome Statement #6

Homeless persons will obtain and retain safe and affordable housing.

### Performance Target #6

125 residents in permanent supportive housing/affordable housing will maintain housing for 12 months or more

### Performance Target #7

60 residents in permanent supportive housing/affordable housing will maintain housing for 6 months or more

### Performance Target #8

30 residents in permanent supportive housing/affordable housing will maintain housing for 3 months or more

### Performance Target #9

50 residents who newly obtained permanent supportive housing/affordable housing and transitional housing

### Performance Target #10

30 residents will move from transitional housing to permanent housing (Safe Harbor)

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>Supportive Housing Division</b>	<b>Verification:</b> Tool or document used to verify that milestone was achieved.	<b>Projected # of people expected to achieve outcome.</b>	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 -12/31) <b>Quarter 1</b>	(1/1 - 3/31) <b>Quarter 2</b>	(4/1-6/30) <b>Quarter 3</b>	(7/1 – 9/30) <b>Quarter 4</b>	<b>Total</b>
6. 1 Number of residents with disabilities who retained permanent supportive housing/affordable housing (includes severe alcohol dependence) for a year or more.	YARDI and HMIS data system as tracked by lease or occupancy agreement	150	Technician and case management staff provide daily supportive services to assist residents with self-sufficiency.					
6.2 Number of residents who retained permanent supportive housing /affordable housing for a year or more (non-disabled)	YARDI and HMIS data system as verified by lease or occupancy agreement	50	Property management staff work with residents on tenancy issues on a regular basis.					
7.1 Number of residents with disabilities who retained permanent supportive housing/affordable housing (includes severe alcohol dependence) for 6 months or more	YARDI and HMIS data system as tracked by lease or occupancy agreement	40	Technician and case management provide daily supportive services to assist residents with self-sufficiency.					
7.2 Number of residents who retained permanent supportive housing /affordable housing for 6 months or more (non-disabled)	YARDI and HMIS data system as verified by lease or occupancy agreement	20	Property management staff work with residents on tenancy issues on a regular basis.					

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unduplicated customers that achieve milestone for the 1<sup>st</sup> time



8.1 Number of residents with disabilities who retained permanent supportive housing/affordable housing (includes severe alcohol dependence) for three months or more	YARDI and HMIS data system as tracked by lease or occupancy agreement	25	Technician and case management provide daily supportive services to assist residents with self-sufficiency.					
8.2 Number of residents who retained permanent supportive housing /affordable housing for three months or more (non-disabled)	YARDI and HMIS data system as verified by lease or occupancy agreement	5	Property management staff work with residents on tenancy issues on a regular basis.					
9.1 Number of residents who newly obtained safe and affordable housing permanent housing (non-disabled).	YARDI and HMIS data system as verified by lease or occupancy agreement	20	Property management staff work to fill units so there is a less than 2% vacancy rate.					
9.2 Number of residents who are disabled that obtained newly obtained safe and affordable housing permanent housing.	YARDI and HMIS data system as verified by lease or occupancy agreement	5	Property management staff work to fill units so there is a less than 2% vacancy rate.					
9.3 Number of residents who newly obtained safe and affordable transitional housing (non-disabled).	YARDI and HMIS data system as verified by lease or occupancy agreement	15	Property management staff work to fill units so there is a less than 2% vacancy rate and supportive service staff work with partner agencies to obtain referrals for housing.					
9.4 Number of residents with disabilities who obtained safe and affordable transitional housing.	YARDI and HMIS data system as verified by lease or occupancy agreement	10	Property management staff work to fill units so there is a less than 2% vacancy rate and supportive service staff work with partner agencies to obtain referrals for transitional housing.					
10.1 Number of residents who moved from transitional to permanent housing	YARDI and HMIS data system as verified by lease or occupancy agreement	30	Case management staff work with residents to increase their self-sufficiency, income, tenancy and recovery skills.					

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no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

## Outcome Measures – Supportive Housing Division

### Component I – Homeless Outreach

*Submitted by Robert Marx, Supportive Housing Division Director*

*RurAL CAP FY2021- 10/1/21 to 9/30/22*

**CSBG National Goal # 6**

Low-Income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

**National Performance Indicator #6.2**

Emergency Assistance (Other)

**RurAL CAP Strategic Plan**

Education

**Outcome Statement #10**

The Supportive Housing Division will provide outreach and engagement services to the most disabled and vulnerable homeless persons to target them for permanent supportive housing.

**Performance Target #11**

The Division will provide outreach services to 75 vulnerable persons to assess and prioritize them for housing and services.

<b>Milestone:</b> Small, measurable changes in customer conditions or behaviors to accomplish the performance target for <b>Homeward Bound, Road Home, Safe Harbor.</b>	<b>Verification:</b> Tool or document used to verify that milestone was achieved.	<b>Projected # of people expected to achieve outcome.</b>	<b>Product Steps:</b> What staff member does what to make milestone happen.	(10/1 -12/31)	(1/1 - 3/31)	(4/1-6/30)	(7/1 – 9/30)	
				<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
11.1 Number of homeless persons receiving vulnerability assessments at outreach	VAT/ Family VI-SPDAT Tool tracked in Alaska HMIS	75	Outreach staff track number of assessment completed, scores and upload into Alaska HMIS.					

A box with the following symbol signifies:

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results have not been entered yet

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no program activity

zero ( 0 )

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1<sup>st</sup> time

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY Division AUTHORITY(S) Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E) Period: October 1, 2021 to September 30, 2022							
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE CHIEF EXECUTIVE OFFICER <i>Patrick Anderson, Interim CEO</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>									
(4) ADDRESS <i>731 East 8<sup>th</sup> Avenue</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		ZIP CODE <i>99501</i>							
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS		(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL		(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED		(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
				1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>						
<u>National CSBG Goal #1:</u> Low-income people become more self-sufficient.  <u>National CSBG Goal #2:</u> The conditions in which low-income people live are improved.  <u>National CSBG Goal #3:</u> Low-income people own a stake in their community.  <u>National CSBG Goal #6:</u> Low-Income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.		<b><u>COMPONENT I – SUPPORTIVE HOUSING</u></b> 1. Behavioral Health: a) Expand and strengthen behavioral health services in the Division through efforts such as billing Recipient Support Services b) Work on measuring and analyzing the self-sufficiency of residents consistently and accurately. c) Advocate on the State-wide implementation of the 1115 Behavioral Health Waiver for tenancy supports. 2. Housing Development and Operations: a) Work on opportunities for new developments of supportive housing and on community initiatives to end homelessness. b) Work to building efficiencies, training, and receive technical assistance on property management compliance. c) Rehabilitate aging properties 3. Opportunities for tenant community involvement: a) Organize regular opportunities for tenant community involvement and integration. b) Hold regular meetings tenant and Advisory Council meeting for tenant input. 4. Client/Resident Services a) Hire and train a new Technicians c) Provide healthy meals at supportive housing sites through partnerships d) Provide case management services e) Assist in providing tenancy support services and case management service to help tenants retain housing.		X	X	X	X	<ul style="list-style-type: none"> <li>Carelogic Database and data transfer interface</li> <li>E-Health Connect</li> <li>CPI Descalation Training</li> <li>Relias Learning Training Modules</li> <li>Trauma informed care</li> <li>Medicaid compliance training</li> </ul>		\$770,112	12	<b>\$874,983</b> <b>(325 E. 3<sup>rd</sup> Ave operating and supportive)</b> <b>\$113,250</b> <b>(Affordable Housing operating)</b> <b>\$1,100,000</b> <b>(Karluk Manor operating and supportive)</b> <b>\$834,492 (Sitka Place operating and supportive)</b> <b>\$996,885 (SH Muldoon operating and supportive)</b>	On-Going
				TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)						\$770,112		\$3,919,610	
<b>(14) THIS APPLICATION HAS BEEN (check “a” or “b” as appropriate):</b> <b>a. (X) Approved by the applicant’s governing board.</b> <b>b. ( ) Reviewed by the applicant’s administering board and approved by its governing officials.</b>													
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD  <b>RurAL CAP Board President, Joe Williams</b>				SIGNATURE:					DATE :		DATE OF BOARD APPROVAL:		

# **Appendix C**

## **Documents of Public Hearing**



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS  
Fairbanks Office

455 Third Avenue, Suite 140  
Fairbanks, Alaska 99701-3110  
Main: 907.451.2721  
Fax: 907.451.2742

August 24, 2021

To Whom it May Concern:

I certify that on August 23, 2021 a Public Hearing was held to accept public testimony on the contents of the Draft FFY 2022 State Plan for the Community Services Block Grant Program.

The hearing was advertised in all major newspapers across the State of Alaska. Copies of the Draft Plan were distributed in advance to interested parties including but not limited to: Rural Alaska Community Action Agency and offices of the Department of Commerce, Community, and Economic Development. Notice was posted on the State's Online Public Notice System and the Draft State Plan was posted on the Department's website.

During the hearing, I provided an overview of the Community Services Block Grant program. Patrick Anderson, Chief Executive Officer of RurAL CAP provided an overview of RurAL CAP and its CSBG supported programs. Patrick and I were available to answer questions. No other testimony was received during the public hearing. A transcript of the hearing is attached.

A handwritten signature in blue ink that reads "Pauletta Bourne".

Signed and Certified by Pauletta Bourne, DCRA Grants Administrator III

## **Opening Comments for CSBG Public Hearing to be held August 23, 2021**

My name is Pauletta Bourne, I am a Grants Administrator with the State of Alaska Department of Commerce, Community and Economic Development. I am pleased to participate in this public hearing concerning the Draft State Plan for the Community Services Block Grant Program for Federal Fiscal Year 2022.

The Department of Commerce, Community, and Economic Development would like to accept comments from the public on the proposed use and distribution of these funds.

Community Services Block Grant funds are allocated to the Department from the U.S. Department of Health and Human Services. Federal requirements restrict the grantees to Community Action Agencies. Rural Alaska Community Action Program, better known as RurAL CAP is the only recognized Community Action Agency in the state of Alaska. We anticipate receiving approximately \$2.5M in FFY 2022 although that number could increase or decrease slightly. By statute, ninety five percent of CSBG funds received are granted to RurAL CAP. The Department is authorized to keep 5% funds to cover administrative costs.

The purpose of the Community Services Block Grant is to impact the causes and conditions of poverty. The Draft State Plan, on which we are accepting comment today, outlines how the Department administers the CSBG program and the activities which RurAL CAP proposes to undertake during fiscal year 2022. Because the State Plan is lengthy, I will briefly outline the major components which the Department and RurAL CAP have identified for the program.

RurAL CAP will utilize CSBG funds to serve low-income people throughout the State in several program components. These include Administrative Services and Communication; Child Development; Community Development; Planning and Construction; and Supportive Housing. Each of these components are described in detail in the State Plan.

Also included in this year's Plan are Outcome Measures for each of the program components. Program results are tracked and reported on a quarterly basis in terms of the number of clients who achieve a given milestone. Progress is reviewed by staff who use it to evaluate results and make changes when necessary.

Both the Department and RurAL CAP place a strong emphasis on promoting maximum participation by rural residents in the elimination of the causes and conditions of poverty. I have worked with RurAL CAP in the daily administration of the CSBG grant and CSBG program. They have demonstrated a sincere interest in helping low income Alaskans and are recognized nationally as a leader in providing not only innovative programs which meet the needs of their clientele, but also in developing commendable Outcome Measures. They are to be applauded for their hard work and their success.

Thank you for your interest in the Community Service Block Grant program. Again, my purpose today is to educate the public about the program and to accept comment on the proposed use and distribution of funds. Comments will be limited to ten minutes. Patrick Anderson, Executive Director of RurAL CAP now have the floor, good morning Patrick, do you have anything you would like to add to this introduction?



## Rural Alaska Community Action Program, Inc.

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731 East 8th Avenue, Anchorage, AK 99501  
(907) 279-2511 Fax: (907) 278-2309  
[www.ruralcap.com](http://www.ruralcap.com)

### **Public Hearing on the Community Services Block Grant** August 23, 2021

Testimony presented by  
Patrick M. Anderson, JD  
Chief Executive Officer

Good morning. My name is Patrick M. Anderson, and I am the Chief Executive Officer for the Rural Alaska Community Action Program, also known as RurAL CAP. L. Tiel Smith, Chief Operating Officer for RurAL CAP currently has operational oversight of the Community Services Block Grant. He is represented here today by Jessica Parks, RurAL CAP's Planning & Improvement Director. Tiel will serve as the next CEO of RurAL CAP effective September 15, 2021. These federal funds to the State of Alaska provide core funding that we use to empower low-income families to become self-sufficient and revitalize communities through locally driven and guided innovative programming.

Funding comes to the Division of Community and Regional Affairs of the Alaska Department of Commerce, Community and Economic Development and is administered by Pauletta Bourne, Grant Administrator III, Department of Community & Regional Affairs, Community Aid & Accountability, who is online with us today. RurAL CAP has had a long and healthy partnership with the State of Alaska, which is responsible for preparing and monitoring the State Plan.

As the only Community Action Agency in Alaska, RurAL CAP is the single eligible recipient for 95% of the state's CSBG funds. In FY 2021, RurAL CAP applied for approximately \$2,500,000 million in CSBG funds to support programs and services for low-income people. As a private, statewide, non-profit organization with 501(c)(3) tax exempt status, RurAL CAP is one of more than 1,000 Community Action Agencies in the nation which work to build self-sufficiency among low-income people.

RurAL CAP is governed by a 24-member tripartite Board of Directors (Target Population, Public Officials and Business Representatives) representing every major region of the state. The board meets quarterly and last year took steps to request the first examination of poverty in decades. As a result of their action, in 2021, RurAL CAP proposed to the Alaska State House of Representatives the formation of a legislative Task Force on Poverty to examine the root causes of poverty in Alaska and explore new solutions for addressing what has become a more complicated system of poverty in the United States. HR 8 was introduced and passed during the first half of the current

session. A Task Force has been appointed by the Speaker of the House and held its first meeting with a goal of presenting recommendations to the house by the end of December 2022.

The agency employs approximately 330 to 400 employees across the state, who provide direct services to lower-income Alaskans as determined by community need assessments. They include prenatal services for women, assessment, health and education for children and family training and counseling through Head Start, Early Head Start and Parents as Teachers. We also provide home weatherization and improvements, including a new program of handicap access for Veterans, self-help housing, access to affordable housing, community health promotion, youth support and leadership development, and solid waste management. Full time staff are augmented by seasonal hires throughout the year.

As an organization focused on improvements in the lives of low-income people, RurAL CAP applies many of its resources to rural communities where poverty rates are higher than in urban Alaska. Yet as the only community action agency in Alaska and one with a mandate to serve people statewide, RurAL CAP also provides:

- Head Start services to pre-school children and their parents in Ketchikan and Anchorage.
- Home weatherization to qualifying low-income residents in Juneau and Anchorage.
- Affordable housing opportunities to families in Anchorage and on the Kenai Peninsula. and
- Childcare and housing first services in Anchorage.

The State Plan contains detailed examples of outcome measures for each of RurAL CAP's CSBG-supported programs. This system of Results Oriented Management and Accountability, or ROMA, has received national recognition within the network of social service and community action agencies as a model of comprehensive outcome evaluation. These outcomes are required reporting for all community action agencies. RurAL CAP has adapted the Lean Management system to include the ROMA framework of results. We have incorporated our quality improvement initiatives into one initiative referred to as Many into One, with well managed processes and trained employees.

We continue to focus our attention on identifying and documenting breakthrough measurable change in the conditions and behaviors of the people we serve. RurAL CAP's system of program evaluation and accountability keeps our human and financial resources focused on improving the lives of low-income Alaskans in ways that produce measurable results.

RurAL CAP's operations since the start of 2020 have been heavily impacted by the Covid 19 Pandemic, but all our funding partners continued funding our operations, which had to be adjusted to accompany remote work. Head Start sites, for example, could not be conducted in person and we worked to continue delivering services to families in their homes. Our congregate living homes in Anchorage required significant operating adaptations and considerable amounts of personal protective equipment to maintain as safe a working environment as we were able to.



Poverty continues to increase in Alaska and has been exacerbated by the recent Covid Pandemic. Some measures in the America Rescue Plan might reduce short term poverty, but in the long run, it will take time for the economy to recover. While we still do not have solid number because of its recency, we are starting to see some policy changes that may help decrease the rate of children living with poverty, that expanded unemployment insurance benefits, SNAP benefits, child tax credits, and additional stimulus checks. Changes in the amount of the Alaska Permanent Fund annual distribution may negatively affect poverty rates in Alaska.

Alaska has also received significant resources through the CARES ACT and RurAL CAP has submitted written plans to use the additional funding. Unfortunately, RurAL CAP is one of 11 small states that were subject to an exception that prevented it from receiving the full amount of allocated funds until a legislative fix was implemented recently. We are in the process of negotiating the use of those funds with the state and are close to a final contract.

Addressing the root cause of a variety of behavioral issues that cause economic distress and help poverty in Rural Alaska, but we have one new Initiative underway through a partnership with the Native Villages of Hooper Bay, Scammon Bay and Chevak to operate a Domestic Violence Shelter serving women and children. With funding through the U.S. Department of Justice supplemented with other funds, a physical shelter is now fully staffed, trained, and serving victims of domestic violence in the 3 villages. But as a part of our Breakthrough Initiative 4 we hope to serve the community with wellness services that also help perpetrators of domestic violence overcome their problems and issues and hopefully reunite families free from the scourge of domestic violence. Broken families are one of the root causes of poverty.

Thank you for continuing to support the programs and grants utilized by RurAL CAP to achieve the results we report. Without those programs, the negative financial impact on our customers and the citizens of the State of Alaska would be much higher.

Respectfully submitted,

Patrick M. Anderson, JD  
Chief Executive Officer

# Affidavit of Publication

UNITED STATES OF AMERICA  
STATE OF ALASKA  
FOURTH DISTRICT

} SS.

Before me, the undersigned, a notary public, this day personally appeared, Richard Harris who, being first duly sworn, according to law, says that he is the Publisher of the Fairbanks Daily News-Miner, a newspaper (i) published in newspaper format, (ii) distributed daily more than 50 weeks per year, (iii) with a total circulation of more than 500, (iv) holding, a second class mailing permit from the United States Postal Service, (v) not published primarily to distribute advertising, (vi) not intended for a particular professional or occupational group. The advertisement which is attached is a true copy of the advertisement published in said paper on the following day(s):

08/15/2021, 08/21/2021, 08/22/2021

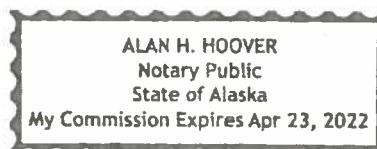
and that the rate charged thereon is not excess of the rate charged private individuals, with the usual discounts.



Publisher  
Subscribed to and sworn to me this 23rd day of August, 2021



Alan Hoover, Notary Public in and for the State Alaska.  
My commission expires: April 23, 2022  
STSOAD-614178-9074512721  
STATE OF ALASKA DCCED/DCRA  
455 3rd Avenue, Suite 140  
Fairbanks, AK 99701-4737



## 614178 PUBLIC NOTICE

A Public Hearing to accept comments on the State of Alaska Federal Fiscal Year 2022 Draft State Plan for the Community Services Block Grant (CSBG) Program will be held on August 23, 2021 between 9:00 – 10:00 A.M. Interested parties may participate or provide comment by joining Zoom Meeting:

<https://us02web.zoom.us/j/82905828649?pwd=ZTJ2T01LdklhUi9lSDhxZHhEQn-FUZz09meetingID:82905828649Passcode:367768>. CSBG funds are allocated to the State for Alaska's only Community Action Program, RurAL CAP, Inc. The objective of the program is to impact the causes and conditions of poverty. The State Plan describes how the State administers the program and the activities to be undertaken during the federal fiscal year. Copies of the Plan may be requested by contacting Pauletta Bourne, Department of Commerce, Community, and Economic Development, 455 3rd Avenue, Suite 140, Fairbanks, AK 99701-4737. Phone 907-451-2721. The Plan is available online at: <https://www.commerce.alaska.gov/web/dcra/GrantsSection/CommunityServicesBlockGrant.aspx>

Written comments on the State Plan may be sent to the address above but must be received on or before August 23, 2021.

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